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Font Master II

A powerful word processing system for the Commodore 64.

ACTOC, INC.

FONTMASTER II

Word Processing System

Fontmaster II programs and manual
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INTRODUCTION

Congratulations for purchasing the Xetec Fontmaster system. More than a word processor, more than a printing utility, Fontmaster helps the average user to produce professional and interesting documents with inexpensive equipment. The system uses a unique process in order to print near-letter-quality fonts on many low cost dot-matrix printers.

Here are some of the many things that you can do with Fontmaster:

- Write and edit text quickly
- Rearrange text with easy to use commands
- Format your printed output anyway you want (over 47 instructions to control format)
- Check output with 80 column video preview
- Change the print font as often as you want, anywhere in your text
- Control over 12 text special effects with the press of a key
- Create and print form letters
- Print text in columns (up to four)
- Use files created with other popular word processors
- Create your own fonts (or modify ones on the disk)
- Write in foreign languages using bi-lingual feature
- Write using "right-to-left" languages such as hebrew

CHAPTER 1: GETTING STARTED

You will need the following equipment to use the Fontmaster system:

- Commodore 64, 128, or SX-64
- Disk drive (1541 or 1571)
- Printer hardware connected to the computer's serial bus (Serial printer, or parallel printer with interface)

NOTE: Nearly all printers can be used with Fontmaster. Not all, however, will be capable of printing all of the special features designed into the word processor.

USING THIS MANUAL

The main part of this manual is split into four chapters:

Chapter 2-The Word Processor
Chapter 3-Creating Fonts
Chapter 4-Creating Character sets
Chapter 5-Translating Files From Other Word processors

Chapter 2 is subdivided into three sections: **Introductory**, **Intermediate**, and **Advanced** topics. Even if you have used word processors before, it is a good idea to at least skim the Introductory section. A little time spent now can save hours of frustration later.

TERMINOLOGY

Thoughout this manual, several terms are used to describe certain types of user input.

PRESS: This means to push and release a certain key

HOLD: Used to indicate a key or keys which must be held while pressing another.

For example:

PRESS: **c**
means to just press "c" once, while

HOLD: **SHIFT CTRL**
PRESS: **c**

means to hold the CTRL and SHIFT keys while you press and release the "c" key.

TYPE: This indicates you can type several characters, words, etc. Mistakes can be corrected with the **DEL** key.

LOGO This refers to the key in the lower-left corner of your keyboard with the Commodore logo on top. This key will be used with numerous font commands.

⇑⇓⇐⇒ These "double" arrows refer to the cursor keys near the lower right of your keyboard (remember that you must hold the **SHIFT** key to get ⇑ and ⇐).

CARING FOR THE FONTMASTER DISK

In order to prevent your disk from becoming damaged and unusable:

NEVER turn your disk drive on or off with the disk inside.

NEVER open the door or remove the disk while the red light is on.

It is also a good idea to prevent accidental erasure by putting a write-protect tab over the notch on the edge of the disk. You may want to wait, however, until you have used the setup program to prepare your system (it will need to write a file onto your disk).

LOADING FONTMASTER

1) Put the Fontmaster disk in the drive and close the door

2) TYPE: **LOAD "FM",8,1**
   PRESS: **RETURN**

In a few seconds, the screen should go to black and the Fontmaster system menu should appear. You can access any of the programs listed in the menu by simply pushing the letter which is in front of your choice.

USING FONTMASTER FOR THE FIRST TIME

Since this is your first time using Fontmaster, you need to tell it what kind of equipment you have. You do this with the program in the menu called **Setup**. Let's do it now:

PRESS: **s**

In a moment the setup screen should appear. Notice the little arrow pointing at **Setup #1**. Use the **CRSR↑** and **CRSR↓** keys to point the arrow at the information you want to change. Let's start by choosing what colors should be used in the word processor screen:

PRESS: **CRSR↓**
PRESS: **CRSR↓**
PRESS: **CRSR↓**
PRESS: **CRSR↓**

The arrow should now be pointing at **Border color**. Now, if you want to change the color of the border, push the **+** or **–** keys to try other colors.

When you are satisfied with the border color, press **CRSR↓** to point at the text color. Now you can adjust this color with the **+** and **–** keys as well. Do the same for the screen color.

Now let's tell the Fontmaster all about your system (so it can adapt itself to your particular equipment).

- The first thing to check is the entry called **File device**. If you have only one disk drive, leave this set to **8**. If you have two drives, set this to the device number of the drive that you want Fontmaster to use when saving or loading text. Programs and fonts will always be pulled from the disk drive that you initially load Fontmaster from.

- Next, move the arrow to **Interface**. Now use **+** and **–**

to display the name of the interface you are using. (If you don't need an interface with your printer, select **"NONE"**.)

If your interface isn't one of the choices, don't worry. Just select **Xetec Supergraphix**.

When you have found your model of interface, you might see switch settings listed below the interface name. If not, fine. If so, you must set the switches on your interface as instructed on the screen or you may have trouble later.

- Finally, point the arrow to the box marked **Printer**. Select your printer the same way you did for your interface. If you can't find your printer in the list, find out if it works similar to any popular printer. If so, select the name of that printer instead.

  As a last resort, select **Daisy-wheel**. This setting, however, will not allow you to use fonts or any special effects. It would probably be wiser to experiment with different printer settings.

Testing Your Setup File

At this point, your setup file is complete. If you would like to check your setup, move the arrow to **"Test this setup"** and press **RETURN**. Your printer should print some test patterns. Make sure that everything printed is true. For example, one message says "The following 2 lines should be the same length". If they aren't, you have the wrong printer selected or didn't set your printer switches correctly.

Multiple Setup Files

The setup file you have created is called **#1**. This information is used whenever you use any part of the Fontmaster system. You can, however, create a second setup (if you have a second computer system—at work, for example). All of the Fontmaster programs, when first loaded, use the information from setup #1. If you are using your second system, you must tell the program to use setup #2 (see sections for each program to find the exact command).

To work on a second setup file, move the arrow to **Setup #1** and push **+**. Your setup #1 will be saved, then you can begin work on #2.

Saving Your Setup File

When you are satisfied that everything in your setup file or files is correct, just move the arrow to **"Go**

back to menu" and press **RETURN**. Your setups will be put on your Fontmaster disk.

If, when using the setup program, you see a message telling you to remove the write protect tab, you must do so at that point to allow the program to write your setup file onto the Fontmaster disk.

CHAPTER 2: THE WORD PROCESSOR

INTRODUCTORY TOPICS

The Cursor

When Fontmaster has finished loading, the top few lines of the screen are filled with information, and the rest is blank except for a blinking box. This box is called the **cursor**. Type the following like you would on a typewriter:

TYPE: **This is not too hard**
PRESS: **RETURN**
TYPE: **Now a second line**

Notice that as you type, the box follows, always pointing to where the next letter will go. Now, move the cursor (the box) back to the upper-left corner:

PRESS: **HOME**

This corner is called the "home" position.

TYPE: **That**

Notice that you wrote "That" over "This." One of the nice things about a word processor is that nothing is permanent until you print to the printer. You can move the cursor to different places without writing anything by using the **cursor control keys**:

Cursor up	HOLD: **SHIFT** PRESS: **CRSR** ⇑
Cursor down	PRESS: **CRSR** ⇓
Cursor left	HOLD: **SHIFT** PRESS: **CRSR** ⇐
Cursor right	PRESS: **CRSR** ⇒

Try using these keys to move the cursor to various places and typing text. Notice that if you just press and release one of the CRSR keys, the cursor moves one space. If you hold it down, though, the cursor will move rapidly until you let up on the key. All Fontmaster letters and commands will repeat like this if you hold the keys down long enough.

You may have noticed that the cursor will only go down so far and then stop. This is because you have reached

the bottom of your text. If you try to go lower, the cursor will be placed at the left of the line just below the last one. Now you can add another line by just typing.

You can move the cursor to this spot from anywhere instantly with one command:

HOLD: **CTRL**
PRESS: **b** (Bottom)

This means "go to the bottom of the text."

Help Screens

You may have noticed something odd. While you were holding down the **CTRL** key, the top of the screen changed. Push it again to see it. This part of the screen is not only used for information (which will be explained later), but is also a **help screen** area. There are four different help screens which can appear, depending on what keys you are holding down. The information in the help screens reminds you of some of the important commands and the keys you must press to use them.

Typing Text

Unlike a typewriter, your Fontmaster screen is only 40 characters wide. So how do you type lines longer than this? It's simple. You just keep typing as if the screen goes on forever. But since it doesn't, when the end of line is reached, your text will continue on the next line. Some lines may even end in the middle of a word. Don't worry, when Fontmaster prints the text, everything will come out just the way you typed it. It just can't always be shown on the screen that way.

When typing paragraphs of text in Fontmaster, you only push the **RETURN** key at the end of the paragraph—not after each line as you would on a typewriter. When you end a paragraph with the **RETURN** key, a special mark (✔) is placed on te screen to mark the end of that paragraph. The next line will be considered the start of a new paragraph.

Correcting Mistakes

Move the cursor to the bottom of the text (let's start with a clean line). Now type the following misspelling:

TYPE: **Correctiom**

To correct the "m", delete it:

PRESS: **DEL**

The "m" is gone and the cursor is ready for you to type the correct letter (n). What if you goofed on one of the r's? You wouldn't want to use **DEL** to delete your way back to the error, because you would have to type the rest of the word again. The fastest way is to use the cursor control keys to place the box on the incorrect letter and type the correct one on top of it.

Now, a common problem when using typewriters: what if you finish a word and find you left a letter out? With Fontmaster, it's simple:

TYPE: **forgtten**

At this point, you notice the "o" is missing. So you push **CRSR ←** until the cursor is on the first "t" and push the insert "switch":

HOLD: **CTRL**
PRESS: **i** (Insert switch)

Now type the missing "o" and it should be inserted into the word. You can type as much as you like and it will still be inserted into the word. Push **CTRL i** again to shut this mode off. **CTRL i** is called a switch because it works like a light switch - it turns something on and off. Fontmaster has switches like this for several different functions.

Now suppose you accidentally type an extra letter somewhere in a word, as in:

TYPE: **exxtra**

All you have to do is move the cursor on top of either "x" and **gobble** it:

HOLD: **CTRL**
PRESS: **g** (Gobble)

Each press of this set of keys will gobble one character (of course, if they are held down it will gobble repeatedly).

Inserting/Deleting lines

Often, you will want to make room between two lines for additional text. Just position the cursor anywhere on the line below the place you want to make room and

HOLD: **SHIFT CTRL**
PRESS: **INST** (Insert Line)

Each press inserts another blank line with an end-of-

paragraph marker (↵) on it.

Remember that to delete a character in front of the cursor, you typed the **DEL** key? If you do this while holding the **CTRL** key down, the whole line will be erased. Move the cursor to any line and try it:

HOLD: **CTRL**
PRESS: **DEL** (Delete line)

Printing in Dot-Matrix

By now, you probably have odds and ends of text on your screen, left over from all the previous examples. Let's print this stuff to your printer, just to show you how it's done.

HOLD: **SHIFT CTRL**
PRESS: **d** (Dot matrix)

The words **Dot matrix** should appear just to the right of the large box at the top of the screen. What you have just done is to select dot-matrix printing (dot-matrix is the rough text you're used to seeing from a printer). Now let's print your text:

HOLD: **SHIFT CTRL**
PRESS: **p** (Print)
PRESS: **RETURN**
PRESS: **RETURN**

If nothing printed, check the connections to your printer and interface (if applicable). See appendix A on page 57 for help with problems.

The two questions that you answered with a **RETURN** will be explained a little later. For now, always respond with just a **RETURN**. Notice that the text that printed doesn't look very good. That's the problem with dot-matrix--it's fast, but not very professional-looking. Soon, you will learn to print your text using the high-quality fonts on your Fontmaster disk. Be patient.

Error Messages

When you use a command incorrectly or try something that Fontmaster cannot allow, you will receive an error message. These messages almost always appear near the top of the screen where you usually see the line with marks on it. If you have audio on your monitor or the sound turned up on your TV, a chime sound will accompany the error message to call your attention to it.

Let's do something wrong on purpose just so we will know what to expect:

HOLD: **CTRL**
PRESS: **p**

You should see the message **"There's nothing to paste"**. You used a valid command, but not at the right time. This message will remain visible until you do anything at the keyboard, at which time the ruler reappears. (The ruler is the line with all the little marks on it—you guessed it, to be discussed later).

The ruler line is sometimes used for user input as well as error messages. If a command requires more information, a question may appear on the ruler line which you must answer.

See appendix B (p. 58) for a complete list and explanation of Fontmaster's error messages and prompts (questions).

Saving Text To Disk

Typing and perfecting a document is seldom useful unless you can save it to disk for future use. First, let's save all the stuff you have typed onto disk:

1) Put a disk in the drive to save the file on

2) Call up the disk operations menu:
   HOLD: **CTRL**
   PRESS: **d** (Disk)

3) PRESS: **s** (Save text)

4) TYPE: A name to give this file
   PRESS: **RETURN**

Your disk drive should start spinning, and your text will be put on the disk. When the save is done, the normal text screen will reappear. If something went wrong, an error explaining the condition will appear on the ruler line.

Reading the Disk Directory

Let's check to see if the file you just saved is on the disk now. To list a directory of the files on the disk in the drive:

HOLD: **CTRL**
PRESS: **1** (Directory from drive 1)

If you have two drives, press a "2" to list from your second drive.

The list of files will appear on the screen and will

persist until you press a key to go back to the text screen. If the disk has too many files to all be shown on the screen, they will be listed in groups, each group waiting for you to press a key before going to the next.

Did you see your new file in the list? Now, let's clear all your text out of memory (a save doesn't disturb it).

HOLD: **SHIFT**
PRESS: **CLR** (Clear text)
PRESS: **y**

What did you do wrong? You got a beep and an error message. Well, not all messages are error messages. This one just shows you what revision of Fontmaster you have. Notice that your text is gone now.

Loading Text From Disk

Now, let's assume that it's a week later and you need to print out your important file again. First, let's load it back into memory from disk:

1) Call up disk operations menu
   HOLD: **CTRL**
   PRESS: **d**

2) PRESS: **l** (Small "L"—Load text)

3) TYPE: The name of the file you saved.
   PRESS: **RETURN**

The file should start loading at this point. When the load is complete, the text screen will reappear with your text displayed once again.

See the section on disk operations (p. 22) for explanations of all the choices in the disk operations menu.

Printing Using Fonts

Finally! You've been waiting to see some fonts printed. Thanks for being so patient. Now, clear all text from memory (using **SHIFT CLR**) and type a few lines of text, following each with a **RETURN**. Now, since you're probably still in the "dot-matrix" mode from your last time printing, you need to go back to the normal "font-output" mode of printing:

HOLD: **SHIFT CTRL**
PRESS: **d** (Dot matrix switch)

Notice that this is how you turned on dot-matrix in the

first place. This command toggles between dot-matrix and font output each time you push it. Make sure at this point that the words "dot-matrix" are not visible above the ruler line. (If they are, toggle back to font output.)
If you try to print your text right now, you will get an error saying "**Slot selected has no font.**" This means that Fontmaster cannot print without having a font to use.

Loading Fonts

Let's load a font now so that you can successfully print your text:

1) Make sure the Fontmaster disk is in the drive

2) Call up the disk operations menu:
   HOLD: **CTRL**
   PRESS: **d**

3) PRESS: **f** (Load Font)

4) TYPE: **typewriter**
   (or any listed inside the back cover)
   PRESS: **RETURN**
   PRESS: **1**
   PRESS: **RETURN**

When the text screen reappears, the font has been loaded (unless an error message appeared). Now you can print your text:

HOLD: **SHIFT CTRL**
PRESS: **p**

PRESS: **RETURN**
PRESS: **RETURN**

Your text should now be printing. It's slower, but much better looking. If something looks strange about the text that printed, or if your printer went nuts and printed junk, see appendix A on p. 57 to see what might be causing your symptoms.

80-Column Viewing

There is a way you can "print" your text to the screen instead of the printer. This is useful for proofreading or for checking printing format. Printing fonts in this way is impossible because 80 columns of characters have to be squeezed into the Commodore's 40 character-wide screen. For this reason, this feature is usually unreadable on television sets. Using the preview is almost like printing to paper:

HOLD: **SHIFT CTRL**
PRESS: **v** (View)

PRESS: **RETURN**
PRESS: **RETURN**

You can pause this 80 column output at any point by holding down the space bar. Any other key will continue the scrolling. When the text in memory has all been displayed, scrolling will stop and Fontmaster will wait for you to press **RUN/STOP** to go back. The **RUN/STOP** key will also abort the preview if pushed while it's scrolling.

Aborting Commands

Most commands will let you back out of them if you change your mind. Almost any time you are asked a question or requested to type something, pushing the **RUN/STOP** key will abort the command and go back to the text screen.

Quitting the Word Processor

Before deciding to quit Fontmaster, make sure you have saved your text to disk if it's important.

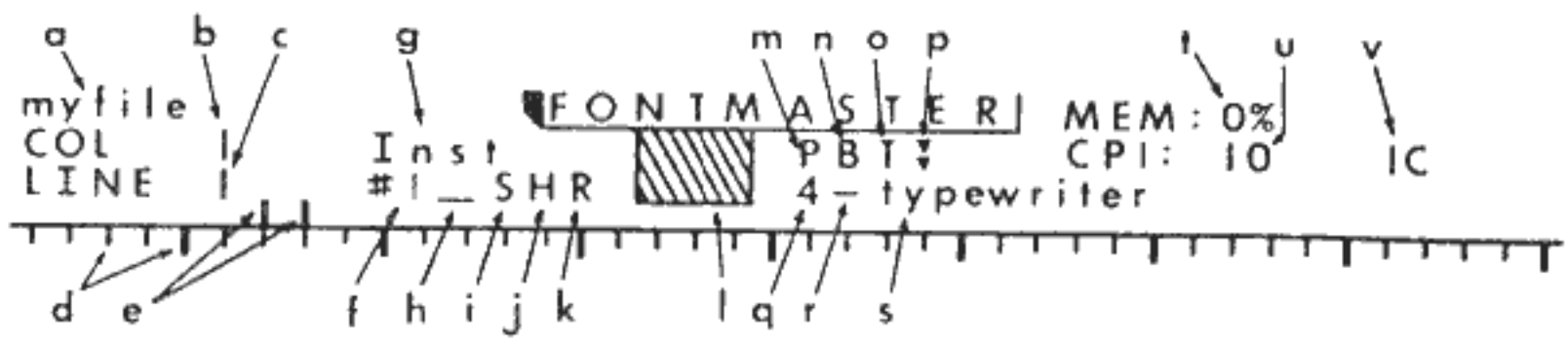
HOLD: **SHIFT CTRL**
PRESS: **q** (Quit)
PRESS: **y** (If you are sure)

INTERMEDIATE TOPICS

This section will introduce some of Fontmaster's more powerful commands. A thorough understanding of the previous introductory section is going to become necessary very quickly. Persons familiar with other word processors might find this section to be a good starting place.

The Status Display

Up to now, for the most part we've ignored all of that information at the top of your screen. Don't think it's unimportant—we've just been avoiding explaining it until you were ready. This information, which as a whole is called the **status display**, gives you information useful when editing text and using fonts. Here's the status display with all of its parts visible:



A) Title of text file in memory
B) The cursor's present column position
C) The line number which the cursor is on
D) Graduations on ruler
E) Tab stops
F) The setup file being used (either **#1** or **#2**)
G) Indicates if **insert** switch is on
H) Indicator for **underline** switch
I) Indicator for **shift** switch
J) Indicator for **help** switch
K) Indicator for **reverse** switch
L) Sample of font selected at cursor
M) Pitch selected at cursor (**P**ica, **A**lt, **E**lite, **K**onnect)
N) "B" if boldfaced at cursor
O) Height of text at cursor (**T**all, normal, **M**icro)
P) Superscript/subscripts on at cursor (superscript, subscript)
Q) Slot number selected at cursor
R) Type of font in selected slot (- normal, = super-font)
S) Name of font loaded into selected slot
T) Percentage of memory currently used
U) Text density (in characters per inch) at the cursor
V) Overall summary of text's look and size.

Notice that the information is divided on either side of the box near the middle of the display. The information on the left is associated with the entry and editing of text, while those on the right pertain to fonts and text special effects.

Everything in the status display except the switch indicators (G thru K) describes the status of text **at the cursor**. In other words, if you move the cursor to a particular place in your text, you can immediately see what font is being used there, as well as the effects used (height, width, boldfacing, etc.). Of course, as you are typing text, these indicators will show this same data on the text you are entering.

The purpose or function of some parts of the status display may still be unclear. Each part will eventually be explained as needed as you learn more of Fontmaster's features.

More on Text Entry

A few details about text entry must be covered in addition to the information given in the introductory section.

First of all, as you have learned, the **RETURN** key signals the end of a paragraph. This being so, if you move the cursor in the middle of a line of text and press **RETURN**, an end of paragraph mark (↵) will be placed, and the rest of the line will be cleared.

If the **insert switch** is on, however, the **RETURN** key has quite a different effect. In this case, an end of paragraph mark is placed and the rest of the paragraph to the right of the cursor is moved down and made into its own paragraph.

One other oddity: if you type text on a line to the right of an end of paragraph mark (↵), the mark will be removed (because you evidently want to extend the paragraph).

Hyphenation

Sometimes after printing your text, you may see that it would have looked better if you had hyphenated a certain word. You could just insert a dash (-) in the word, which would work great. But, what if later you insert or delete a few words above that spot. Then your word broken by a dash will probably appear in the middle of a line, with a dash still stuck in its middle.

The solution is the Fontmaster hyphen. To type a hyphen:

HOLD: **LOGO**
PRESS: — (Hyphenation)

The hyphen is a little longer than a regular dash. But the important difference is this: the word can be split at the hyphen. But if it isn't, the hyphen will not be printed. When you are entering text, it's a good habit to use hyphens in long words just in case the chance arises, when printing, to split the word between two lines. Remember, the hyphen will always appear in your text, but will not always be printed.

More Cursor Movement

In the introductory section, you were shown some of the basic ways to move the cursor. More exist that can, when used properly, greatly reduce the time spent moving the cursor to desired locations.

First, there's more to the **HOME** key than you were first told. One press of the key will "home" the cursor to the upper left corner of the screen. A second press will move the cursor to the beginning of the text. Remember, you can find the bottom of the text with **CTRL b**.

One often-used convenience is the **SHIFT RETURN** key. This sequence, unlike the **RETURN** key alone, does not modify the text in any way, but simply moves the cursor to the start of the next line.

Two commands have been included to allow rapid up-and-down scrolling through the text:

Page ↓ HOLD: **CTRL**
PRESS: ⇓

Page ↑ HOLD: **SHIFT CTRL**
PRESS: ⇑

One push of either of these combinations will move the cursor up or down 21 lines (the number of lines in the text screen). Since these are identical to the cursor up/down commands with the addition of the **CTRL** key, you can use the **CTRL** key as a "speed-up" key for the cursor up and down functions

The four **function keys** at the right of the C-64 keyboard and at the top right of the C-128 are used for finding four different objects:

f1: Word
f3: Sentence
f5: Format line
f7: Text modifier

Don't worry about **f5** and **f7** for now, we'll get to them later. Each press of **f1** and **f3** finds the next word or sentence, starting at the cursor. Holding the **SHIFT** key while pressing them will search for the first word or sentence to the left of the cursor.

A word is defined as text surrounded by any of the following 10 characters: **!.?",:;- (space) (hyphen)**

A sentence is a group of words beginning and ending with any of these 4 characters: **!.?"**

Other Editing Features

The Fontmaster contains a few lesser-used editing commands which were not mentioned in the introductory section. First, spaces can be inserted into text at any time:

HOLD: **SHIFT**
PRESS: **INST**

This will work without having to turn the insert switch on, so it's perfect for quick insertion of a space or two.

Also, you can erase all text on a line to the right of the cursor:

HOLD: **SHIFT CTRL**
PRESS: **l** (Small "L")

Here's a review of the insert/delete commands:

Insert a space	**(SHIFT) INST**
Delete a character	**DEL**
Gobble a character	**CTRL g**
Insert a line	**SHIFT CTRL INST**
Delete a line	**CTRL DEL**
Erase to end of text	**SHIFT CTRL e**
Erase to end of line	**SHIFT CTRL l**

The Case of Text

Several features have been added to Fontmaster to aid the control of upper and lower-case text. First, there's the **SHIFT LOCK** key, which works the same as its cousin on the typewriter. It basically holds down the **SHIFT** key for you until you push it again. This is okay, except that if you try to type a command, **CTRL s** for example, what you will get is a **SHIFT CTRL s**, a completely different command in Fontmaster. As an alternative, the **SHIFT switch** has been added. "Click" the switch on like this:

HOLD: **CTRL**

PRESS: ↑

An "S" appears in the status display to show that the **S**HIFT switch is turned on. With this switch on, all text is typed in upper case. Numbers and commands will not be shifted, but left alone. Use this switch to enter large portions of capitalized text. Since it is a "switch", you turn this SHIFT feature off by pushing it again (CTRL ↑). The "S" will then disappear.

Tabs

Tab stops with the Fontmaster work just like those on a typewriter. To move the cursor to the next stop, push the "Tab" key:

PRESS: **RUN/STOP** (Tab)

If no more stops are set, you will get an error message telling you so (in which case the cursor will not be moved).

To set a tab stop, move the cursor to the place to set the stop.

HOLD: **CTRL**
PRESS: **+** (Set tab stop)

A small line should extend above the ruler line above the cursor. This is the marker for your tab stop. To clear a tab stop, position the cursor and

HOLD: **CTRL**
PRESS: – (Clear tab stop)

If a tab stop was set at that point, it will be cleared. You can clear all the stops at once like this:

HOLD: **SHIFT CTRL**
PRESS: – (Clear all stops)

The tab stops are automatically saved and loaded along with the text (using the **Save** and **Load** commands only).

Tab stops are really a hold-over from earlier word processors. When using fonts and special effects, this familiar tabbing feature will rarely satisfy your needs. You will learn a tabbing format control which is better suited for use with fonts in the **Advanced Topics** section.

Block Manipulation

Fontmaster has several commands for removing,

duplicating, and moving blocks of text. They, as well as a few other Fontmaster commands, all require that you specify the endpoints of the block to work with. Here's how you would mark the ends of a block:

1) Move cursor to either of the endpoints

2) HOLD: **CTRL**
   PRESS: **m** (Mark block)

3) Move cursor to the other end

4) Press the keys for the block command

The four block editing commands are as follows:

Command	Function	Keys
Erase	Remove block	HOLD: **CTRL** PRESS: **e**
Copy	Copy block into buffer	HOLD: **CTRL** PRESS: **k**
Cut	Remove block into buffer	HOLD: **CTRL** PRESS: **c**
Paste	Insert text from buffer	HOLD: **CTRL** PRESS: **p**

Combining the block commands can be useful. For example, to move a block of text from one location to another:

1) Move cursor to one end of block and mark it with **CTRL m**
2) Move cursor to other end and use "cut" command
3) Move cursor where you want the block inserted
4) Use the **paste** command **(CTRL p)**

Or to duplicate text somewhere else:

1) Move cursor to one end of block and mark it
2) Move cursor to other end, use "copy" command
3) Move cursor to destination of copy and use "paste"

The block manipulation buffer can hold a limited number of characters (1280), if you get an error saying **Block is too large**, you will need to work with several smaller blocks.

Also, any text in the block manipulation buffer will be lost when you use the **Print** or **Video preview** commands.

Searching and Replacing

As a file grows in size, finding a particular word or phrase can become time consuming, if not impossible. For this reason, Fontmaster contains commands to locate

any sequence of text you request. It works like this

HOLD: **CTRL**
PRESS: **f** (find)

At this point, the question **Find what?** will appear on the ruler line. Type the text you want to find and press **RETURN**. The search will start where the cursor is pointing and will stop on the first occurrence of the string that it finds. If it finds none, **Search ended** will appear.

If you want to find the same text again (the next occurrence) use

HOLD: **SHIFT CTRL**
PRESS: **f** (Find again)

The addition of the **SHIFT** key to the **Find** command makes it **Find again** the same string you asked for last time.

Be aware that case is ignored when searching for text. For example, if you are searching for **Pass** the cursor would stop if it saw the word **impasse.**

Several characters have special meaning when used in a search string:

Character	Meaning
?	Wildcard, will match any character
[	Will match any delimiter

Examples:

t?e will match **the** and **tree** but not **true**
at?? will match **attic** and **at**
[th will match **the** but not **with** or **slither**
e[h will match **be here** but not **Beth**

The **Replace** command is similar to the Find command, but allows you to find occurrences of a string and replace it with a second string of characters. Use it like this:

HOLD: **CTRL**
PRESS: **r** (Find/replace)

Supply a search string just like you did for **find** and press **RETURN**. Next you will be asked **Replace with?** Type the text that you want to replace the old string. In this string, upper and lower cases do matter and the characters **?** and **[** have no special meaning.

After you enter the replace string, the question **Ask before replacing?** will come up. If you press the **N** key, all occurrences of the search string will be replaced with the replace string. If, however, you

answer by pressing the **Y** key, the following happens: every time an occurrence of the search string is found, the cursor will point to it and you will be asked if it's okay to replace it. Whether you replace it or not, the search will continue for more matches until the end of the text is reached. Remember that at any question, you can abort the replace command by pressing **RUN/STOP**.

Disk Input and Output

Before discussing transferring text to and from disk, be aware that writing text files to your Fontmaster disk is not recommended. If you must, do it with extreme caution. For systems with two drives, you can use the Fontmaster setup program (see p. 4) to specify that all text files be written and read using the second drive.

All of the disk operations that can be done with Fontmaster are accessed through the **Disk Command** menu. Remember how to display this menu?

HOLD: **CTRL**
PRESS: **d** (disk)

Once the menu is displayed, it's pretty simple to figure out what key to push (**L** for **Load font**, **1** for **Directory**, etc.). Therefore, each command will be explained assuming you have called up the disk command menu and pushed the key for the command.

Load font: Loads a font from disk into memory. When this command is issued, the screen will clear and the contents (if any) of the **font slots** is displayed. Font slots are the 9 possible places into which a font can be loaded. You can use as many or as few of the slots as you want. But to use a font for printing, it must be loaded into one of the slots.

The **font load** command will ask two questions. First, **Name of font?** Type the name of the one you want (see inside back cover or the Quick reference card). Note that all of the supplied fonts have all lower-case names. After the name, press **RETURN**.

The second question is **Slot number?** Type the number of the slot to load to. If the slot is holding a font already, the new font will replace the old one. You can, as a convenience, just press **RETURN** for this question and the font will load into the first unused slot.

IMPORTANT NOTE ABOUT FONTS: Two types of fonts can be used with Fontmaster— **Normal fonts** and

Superfonts. Superfonts have smoother, more refined characters, but unfortunately take up two consecutive slots. When loading a superfont (superfonts are marked with an asterisk on your reference card), the slot you pick and the next higher one will be used.

Load fonts needed: This command can be used after a text load to automatically load all the fonts needed for that file. A font is "needed" if it was loaded into the system when the file was saved to disk. For example, if you have three fonts loaded and you save a file to disk, when you later load that file and use the **Load fonts needed** command, the same 3 fonts will be reloaded into their original slots.

Directory: This command lists to the screen the directory of the disk in your first (or only) drive. If you use a **2** instead of a **1**, the directory will be pulled from your second drive.

Display error: This command will read your disk drive's error channel and display the message on the ruler line.

Erase: This command will ask you for the name of the file to erase. Type the name and press **RETURN**. Caution: this operation cannot be reversed—once you press **RETURN** the file is gone. If you change your mind abouting erasing a file, press **RUN/STOP**.

Rename: This command allows you to change the name of a file on a disk. You will be asked to enter the old name and the new name. Follow each with a **RETURN** and Fontmaster will rename the file.

Send disk command: This command allows you to send any command that your 1541 or 1571 recognizes. The screen will be cleared and a **>** is displayed. Type the command you want to send and press **RETURN**.

Example commands:

```
Format disk:      >n0:nameofdisk,a5
Validate disk:    >v0
```

Load character set: This command will load a character set from disk and use it to display your text on the screen. See the section on bi-lingual editing on p. 47.

Save text: This is the most-used method of putting text files onto disk. Your tab stops are saved along with the text, as is information about what fonts are loaded (used for automatically loading the fonts back in later). The file created by a **SAVE** is a **PRG**-type file.

The **SAVE** command will ask you one question before saving the file—the name to give the file which will be created. If you press **RETURN** in response, the title of the current document will be used (ideal for saving a modified version of a file over the old version). If a file on the disk already has the name you specified, you will see **File exists. Replace it?**

PRESS: **y** to write this one over the old one
or PRESS: **n** to abort the SAVE

Load text: This command is used to load a file that was previously written to disk with the **Save text** command. Since **Load text** is so commonly used, you can use the command without having to call up the disk operations menu:

HOLD: **CTRL**
PRESS: **l** (Small "L"—load)

As with most of the disk commands, **Load** will ask you for the name of the file. After typing the name and pressing **RETURN**, Fontmaster will attempt to load your file. If, however, the file cannot be found or cannot be loaded (only files **Save**d can be **Load**ed), you will get an error message. The name of the file you load will become the title of the document (upper-left corner of the status display). You can then use that name with any text input/output command by just pressing **RETURN**.

Verify text (PRG): This command works just like the **Load** command except that instead of loading the file into memory, the file is compared with the text in memory, making sure they are exactly the same. As a convenience, you can verify a file you just saved by pressing **RETURN** when asked for the name of the file. This command will only verify **PRG** files.

Put text: The put command is very similar to the **Save** command with these differences: the text file is a **SEQ** file and it's content conforms to the standard sequential file format. This means that it can be used with other programs that use sequential files (a spelling checker, for example). Files produced with the **Put** command do not contain information about tab stops or font slot contents. If that's a hindrance, use the **Save/Load** commands.

Get text: Get text is just like **Load**ing text but it only works with **SEQ** (sequential) files. This allows you to read text files written by other word processors (as long as they are sequential files).

Put block: This is a useful command whichs puts a

block of text (instead of all of it) to disk in a **SEQ** file. Use this command just like all the other block commands:

1) Move the cursor to one end of the block
2) Mark it with **CTRL m**
3) Move the cursor to the other end
4) Put the block: **CTRL d** then **b**

Insert file: This command will take a sequential file from disk and insert it into memory where the cursor is pointed. Its use is straightforward: position the cursor, press the **insert file** command, enter the name of the file, and press **RETURN**.

With this command and the Put block command you can transfer passages of text from one file to another. It's done like this:

1) Mark block of text and use **Put block** to save it to disk under a name such as **TEMP**.
2) Read file into memory which is to receive the text.
3) Place the cursor at the spot to insert the text.
4) Insert the block: **CTRL d** then **i** (name = **TEMP**)

If, when inserting text with this command, all of the available memory is used up before the whole file is inserted, the insertion will stop and an **Out of text memory** error will be displayed.

Verify text (SEQ): This command works exactly like the verify for **PRG** files except it can only be used with sequential (SEQ) files. Again, to verify the file you just saved, just press **RETURN** when asked for the file's name.

Underlining Text

One of the first effects that most people will want to use is text underlining. It is so commonly used that the Fontmaster allows text to be physically underlined on the screen. The text you type will be underlined if the underlining switch is on:

HOLD: **CTRL**
PRESS: **u** (Underline switch)

Notice the underline mark in the status display is now on. Like all the switches, press **CTRL u** again to shut off underlining. You can create blanks or lines by typing rows of underlined spaces.

The underlining on your screen is normally done in a "half-tone" to make it stand out from the text itself.

On some TV sets this may be hard to see. You can change the underlining to a darker form with this command:

HOLD: **SHIFT CTRL**
PRESS: **u** (Underline darkness)

Whichever way you choose, underlining will look the same when printed on paper.

One drawback to an underlining system like this is that if you want to underline a portion of text that you have already typed, you would have to turn on the underlining switch and re-type the text on top of itself. There's a command, however, with which you can underline or "de-underline" a block of text. It's similar in use to all the other block commands:

1) Move cursor to one end of the block
2) Mark the point with **CTRL m**
3) Move cursor to the other end
4) HOLD: **SHIFT CTRL**
   PRESS: **u**
5) PRESS: **y** to underline block, or
   PRESS: **n** to remove underlining

Text Modifiers
(Special Effects)

A text modifier is a special character which is inserted in your text to produce some type of change at that point. Some typical changes might be to switch to a different font, to turn on superscripts, and many others. All of the text modifiers except a couple are inverse lower-case characters (a for example). To produce any of the modifiers, you need to hold down **LOGO** (lower-left corner of keyboard) and press the key for the modifier (a for a). Here are all the modifiers, the keys required to produce them, and what result they produce:

Modifier	Keys	Effect
a	LOGO a	Alt pitch (11 CPI)
b	LOGO b	Boldface on or off
c	LOGO c	Compression on or off
e	LOGO e	Elite pitch (12 CPI)
i	LOGO i	Inverse on or off
k	LOGO k	Konnect pitch (13 CPI)
m	LOGO m	Micro height
n	LOGO n	Normal height
o	LOGO o	Overlay next 2 characters
p	LOGO p	Pica pitch (10 CPI)
t	LOGO t	Tall height
u	LOGO u	Underlining on or off

⊠	LOGO x	Expand on or off
↑	LOGO ↑	Superscript next character
↓	LOGO ⇓	Subscript next character
⟨↑⟩	SHIFT LOGO ↑	Turn superscripts on
⟨↓⟩	SHIFT LOGO ⇓	Turn subscripts on
⊡	LOGO RETURN	Turn off sub/superscripts
1	LOGO 1	Use font in slot 1
2	LOGO 2	Use font in slot 2
3	LOGO 3	Use font in slot 3
4	LOGO 4	Use font in slot 4
5	LOGO 5	Use font in slot 5
6	LOGO 6	Use font in slot 6
7	LOGO 7	Use font in slot 7
8	LOGO 8	Use font in slot 8
9	LOGO 9	Use font in slot 9

Keep in mind that some printers are not capable of all of the Fontmaster's effects. Compressing, micro height, underlining, superscripts, and subscripts will be the most common incompatibilities on limited printers. The only way to know for sure about your printer's capabilities is to try the effects.

You've probably figured out by now that the text modifiers are not printable characters themselves, but they change how text is printed. With proper use of the modifiers you can make dozens of different printing variations from just one font. Combine that with the fact that you are given 30 fonts, and you really have hundreds of ways to print your text.

Remember using the function keys **f1** and **f3** to jump through text word by word or sentence by sentence? Well, **f7** does the same thing, except that the cursor looks for the next or previous text modifier:

Go to next modifier: **f7**

Go to previous modifier: **SHIFT f7**

You can look for a specific modifier by using the **Find** command (p. 20).

Now, let's take a look at the modifiers and explain exactly what each does.

⊠ (Expand on/off)—This modifier usually occurs in pairs, one on each end of a portion of text to be expanded. If only one ⊠ modifier is used, expansion will stay on for the duration of the printout. Expansion is a doubling of the width of all characters. Its effect can be seen in the effect summary window (the **IC** in the upper right corner of status display) and in the **CPI** (characters per inch) indicator.

This is how you ⊠expand⊠ text

c (Compress on/off)—This works just like the expand modifier except it cuts the width of characters in half when on. Depending on the capabilities of your printer , compressed printing may look rough. The only thing you can do to prevent this is to make sure you are not using a superfont when compressing.

You would ccompress textc like this

p (Pica pitch)—This is the pitch used if none is ever specified. The occurrence of the p modifier causes text to be spaced so that 10 characters occur per horizontal inch. (Expansion or compression will alter the spacing when turned on.)

Change to ppica pitch

a (Alt pitch)—Selecting the Alternate pitch sets horizontal character spacing to 11 per inch. This is a nice "happy medium" between pica and elite pitches.

Select the apitch called "alternate"

e (Elite pitch)—Using the e modifier changes the character spacing to 12 characters per horizontal inch.

This is ethe elite pitch

k (Konnect pitch)—Don't laugh! "C" was already taken. This pitch prints text at approximately 13 characters per inch. The reason for its name is that no space is inserted between characters. The **script** fonts, for example, must be printed using this pitch if the letters are to connect fluidly.

The Konnect pitch krunns together

b (Boldface on/off)—This is another modifier that usually occurs in pairs. The first one causes the following text to stand out in bold print until another b modifier shuts it off. Fonts with extremely detailed characters may not look good boldfaced because their features will be "smeared."

you bmustb try boldfacing!

i (Inverse on/off)—Pairs of i modifiers cause text between the two to be inverse (white letters on a black background). To overcome smearing problems on pinters, inverse characters are printed in one pass only.

Trying the iinversei feature

u (Underlining on/off)—This modifier is another that usually occurs in pairs. All text between the two u's will be underlined. Okay, you're confused about why you would ever use this command when you can underline text right on the screen, right? Some people find this conventional method of underlining easier to use. Pick whichever method you like. When editing bi-lingual documents, however, you wont be able to use the on-screen method.

When the cursor is pointed at a character that is in an "underlined zone" (between the "on" u and the "off" u) the underline mark in the status display is lit. This means that the underline mark doubles as an indicator for the underline switch (p. 25) and as an "underlined at the cursor" indicator.

The usecondu method of underlining

1-9 (Font slot selectors)—These modifiers are used whenever you want to switch to a different font. You can change at any place you want (even letter by letter). All effects selected stay the same, the font slot used for printing is the only thing that changes. For example, if you loaded **manhattan** into slot 3 and **shadow** into slot 5, you could do this:

5all of a sud3den we change fonts

t (Tall height)—This modifier causes the following text to be printed at twice the height, in 4 passes. The normal line spacing of 6 lines per inch will make tall text look "crammed together." Later you will learn to modify the line spacing, but for now you can use "talls" by just inserting an extra blank line between lines of text. Superscripts and subscripts do not work on tall characters.

Go from normal tto tall!

m (Micro height)—This modifier does just the opposite of t. Text after an m is squished to half the normal height. On some of the very limited printers, this is completely unreadable. Superscripts and subscripts do work with "micro" characters.

Go from normal m to micro

n (Normal height)—This modifier shuts off **tall** height or **micro** height, if either is selected.

ttall nnormal m micro nnormal

↑ (Superscript)—The occurrence of this modifier causes the next printable character to be shifted up a partial line.

Einstein derived E=MC↑2

↓ (Subscript)—This modifier causes the next printable character to be shifted down a partial line.

Sulfuric acid: H↓2SO↓4

⇧ (Superscripts on)—This does the same thing as the ↑ modifier except it stays on until you shut it off, whereas ↑ only works on the following character.

y = x⇧(2z+1)

⇩ (Subscripts on)—This modifier turns subscripts on for the following text until it is shut off.

S⇩AVG⇩ = dist/time

⇳ (Sub/Superscripts off)—This modifier turns off either subscripts or superscripts, whichever might be on.

S⇧uper⇳ and S⇩ub⇳

⊕ (Overlay)—The next two printable characters following this modifier will be combined into 1. This can be used to put punctuation marks on letters or to build diacritics for foreign languages.

A simple overlay: ⊕a'

Since the two become one, you can use that "one" in another overlay process, and that "one" in another and so on, all of the processes merging into one printed character:

A complex overlay: ⊕O⊕-⊕/+

Printing Text to the Printer

You were quickly introduced to the print command in the introductory section but many of it's features were neglected. First, you can print text two ways: print all the text, or print a block of text. To print a block, use the print command just like all other block commands:

1) Move cursor to one end of the block
2) Mark it with **CTRL m**
3) Move cursor to the block's other end
4) Print: HOLD: **SHIFT CTRL**
   PRESS: **p**

Fontmaster may study the text for a few seconds, and then will immediately start printing the block. In other words, there are no other options for you to choose when printing a block.

If no block is set when you use the print command, all the text will be printed. In this case, however, you will be asked a couple of questions. Start the printout like this:

HOLD: **SHIFT CTRL**
PRESS: **p**

The screen will clear and you will be asked **Number of copies?** There are three ways that you can answer this.

1) Type the number of copies and press **RETURN**
2) Just press **RETURN** and only 1 copy will be printed
3) Type **?** and press **RETURN** to print copies until aborted

The second question will ask **Variable filename?** Unless you are printing a form letter (see **Advanced Topics**, p. 33), just press **RETURN** as your answer. At this point, printing will begin.

When printing a block of text or the whole file, you can abort the printout by holding the **RUN/STOP** key. Fontmaster will make sure you meant to abort by saying **Push "Y" to abort, other to continue**. If you press **Y** or **RUN/STOP** again, the print process will not proceed any farther. If your printer interface or printer has a buffer, the printer may print a line or two even after the print was aborted.

Several types of errors can be discovered while Fontmaster is printing. For a discussion of these, see Appendix B, **Error Messages** (page 58).

80 Column Video Preview

Fontmaster's 80 column preview is a quick and economical way to proofread your documents and check for proper formatting. As was mentioned earlier, this feature is usually unreadable on standard television sets. It's worth a try, but don't be disappointed. Experimenting with different combinations of screen colors might improve the situation. (See p. 50 for a way to change the colors while in Fontmaster.)

Not everything that can be done on your printer can be shown using the preview. So the tradeoff is accuracy for speed. Varying widths and heights of text cannot be seen in the preview, although their effects can be seen. For example, if you use the **expand** text modifier, half as many characters will be shown to comprise each line, although they can't be displayed as double-wide.

You use the Video preview exactly like the Print-to-the-printer command except instead of **SHIFT CTRL p**, use:

HOLD: **SHIFT CTRL**
PRESS: **v** (view)

You can view a block or the whole file, and specify

copies just as if you were printing to paper. Follow the instructions for using the print command starting on p. 30.

There are a couple of differences between the Video preview and the actual print command. First, if you press **RUN/STOP** while previewing, you have no chance to change your mind—the view is aborted. Second, the preview will show you where the paper perforation will be by sticking a dashed line between pages of text. On this dashed line will be a number telling you how pages of text have been viewed so far. These numbers and dashes will never be seen in the final print to paper.

When the entire file or block of text has been viewed, the last dashed line will be displayed and Fontmaster will wait for you to press **RUN/STOP** before the display reverts to the normal 40-column text screen. Sometimes Fontmaster will need to access its disk before it can go back to the 40-column mode. If you have removed the disk, it will ask you to put it back.

ADVANCED TOPICS

The information covered in this final section for the Fontmaster word processor is going to be hard to digest unless you have studied the introductory and intermediate sections. The time you save by skimming those two sections will be more than lost if you get bogged down in this section.

Formatting Output

Up to now, you have had no way to really control how the text you print is arranged on the paper. There are literally thousands of formats you can create with a set of about 48 **format controls**. These controls determine how to break text into lines, how to space these lines apart, where and how to position lines of text on sheets of your printer paper, and many more options.

This may sound terribly complicated. The truth is you can make it as simple or complex as you want. Any options you don't ever try to control are set for you. That way, you only need to learn the format controls that you want to use. That's how you've been able to print stuff without knowing about these controls, because they were all set for you. (You could have altered them if you had known how.) Let's start by explaining where these format controls go and their general form. Then we'll introduce each formatter, one by one.

Format controls are mixed right in with your text, similar to text modifiers, in either of two ways:

1) ➡lm25↵
2) in the mid➡lm25¦dle

The first is by far the more common of the two. In fact, until you are very familier with Fontmaster, you should stay away from the second form. The difference is that the first one is on a line by itself, where the second is wedged right in the midst of a line of text.

Both forms must have the ➡ at the front. This is a special mark that tells Fontmaster that formatters are coming up. You can produce this **Format arrow** from your keyboard like this:

PRESS: **£**

Notice, however, that the two forms of format controls end differently. The first must end with a ↵ which is made by pressing **RETURN**. The second must end with ¦ which is typed **SHIFT** =.

More than one format control can be used in a group in

either of the two mentioned formats. Just separate each formatter with a colon (:). Here's how that would look in both possible forms:

```
•lm25:rm57:ww↵
text is•lm25:rm57:ww¦changing...
```

The letters **lm**, **rm**, and **ww** in the above example are the format controls. They are two letters long and can be lower-case or capital. Most of the formatters need a number to work with. That's the purpose of the numbers **25** and **57** above. Notice that the third format control has no number after it. Some controls need no numbers, some need one, others more. The specific format of each will be described in their own sections which follow.

Format Controls

; **(Comment)** ;Comment goes here
This is the only single-character formatter. The rest of the line following this character is ignored, so you can put notes to yourself or any other worthless idiocy here.

Margins

PL **(Paper length)** PL66
This tells Fontmaster that your paper is **n** lines high (same as the length in inches times 6). If this number is incorrect, few other formatters will work properly. If you don't use this formatter in your file, a value of 66 (11 inches) is assumed.

TM **(Top margin)** TM2
Sets the number of lines between the top of the paper and the first line of the body of text to **n** lines. If never set, the top margin is assumed to be 9 lines.

BM **(Bottom margin)** BMØ
Sets the number of lines between the bottom of the paper and the last line of the body of text to **n** lines. If never set, a value of 6 is used.

LM **(Left margin)** LM15 LM+4 LM-2 LM+Ø LM+4T LM-7T
As you can see, there are many forms of this command, although they all affect the left margin. When just a number follows the **LM**, the left margin is set to that number. The other forms are used for temporarily moving the margin to the left or right of that. The **LM+n** form scoots the left margin **n** places to the right, until you move it back with the **LM+Ø** Similarly, the **LM-n** scoots it **n** places to the left. Only use these **+** and **-** forms when the setting is going to be eventually changed back (as when you indent a whole paragraph). The use of the **T** after

the number in the + and − forms causes the margin to automatically go back to its original value after printing one line.

If the **LM** command is never used, the left margin is set to 10

RM **(Right margin)** RM74 RM+2 RM−4 RM+¢ RM+1T
This works exactly like the left margin, except it determines the right margin, of course. See **LM** for a full explanation of all the forms of **RM**.

IN **(Indentation)** IN5 IN+5 IN−3
This formatter automatically indents the first line of every paragraph the number of spaces specified. The first two forms are exactly the same (the + is optional)—they both indent the first line 5 spaces in. The **IN−n** form indents the first line **n** spaces to the left. To shut off indentation, use **INØ**. If you never use the **IN** formatter, no indentation is done. Remember, the ↵ is considered the marker for the end of a paragraph. Therefore, lines which can be indented are those which follow a ↵.

Line Formation

JS **(Justification)** JS
This formatter causes all following lines to line up smoothly on both the left and right edges. If necessary, words will be separated slightly to make the line stretch from margin to margin. If only one word is on the line, its letters will be spread. Fontmaster will only stretch a line so far and then will give up, saying that the line will look unreadable.

It's standard practice for the last line of a paragraph to not be justified in this way, so Fontmaster doesn't do it. Also, if centering is on, the lines will be centered but not justified.

WW **(Word wrap)** WW
Word wrap is similar to justification, but the right edge will usually be ragged. Word wrap gets its name because it will wrap a word down to the next line rather than letting it get split between two lines. This mode of printing is assumed unless you specify **JS** or **NO**.

NO **(No word intelligence)** NO
This formatter causes all following lines to be filled as full as possible, not worrying if it splits words between two lines.

ER **(Edge right)** ER
This formatter makes all following lines butt up against the right margin. This may leave the left edge looking ragged if justification is not on.

EL **(Edge left)** EL
This makes all following lines butt up against the left margin, possibly leaving the right edge ragged. This is the normal method, and is assumed unless you specify otherwise (**ER** or **EO**).

EO **(Edge outside)** EO
This causes all following lines of text to be butted up against the left margin on pages with even page numbers, and against the right margin on odd-numbered pages. This is to allow text to be forced to the outside edge of a book. You will probably find this more useful with page numbers or headers a little later.

CY **(Centering on)** CY
This formatter immediately turns on the centering feature. Until shut off, every line of text printed will be centered within the margins you have set. All effects such as expansion, compression, and pitches are taken into account when centering the line.

CN **(Centering off)** CN
This shuts centering off again.

RY **(Reverse on)** RY
This format control turns on the reverse output function. When on, this causes every line to be reversed (flipped backwards). The characters aren't flipped backwards, just the line of characters. Here's a line with reverse off and then with reverse on:

Exactly backwards!
!sdrawkcab yltcaxE

This is used for foreign languages that read from right to left. You can print text as if in a mirror by using the **mirror** font with the reverse mode turned on.

NOTE: If the screen is reversed at the time the printout is made, all lines will be reversed. In this case, **RY** and **RN** have no effect.

RN **(Reverse off)** RN
This shuts the reverse mode off again.

Text Spacing

TA **(Tab)** TA32
Remember that in the section on setting, clearing, and using tab stops that a better way was mentioned? This is it. The reason this method is preferred is that it will work correctly no matter what effects you use in your text (expanded, proportional,

anything). You don't set tab stops for this command, but after **TA** specify the paper column number (1 through 80) to tab over to. If you are already past that column, no tabbing will be done at all.

The **TA** formatter is worthless unless it's used in the same line as printable text. So you must use it in this way:

make text•TA25!tab over

PY **(Proportional on)** PY
This formatter simply turns on the Fontmaster's proportional print feature. Proportional printing means that a character's width determines how close the next character should be. The result is text which is easier to read. Compare these:

Regular: Hello
Proportioned: Hello

PN **(Proportional off)** PN
This turns proportional printing off again.

CS **(Character spacing)** CS4
With this format control, you can directly specify the number of microgaps between letters. For example, pica pitch uses 3 microgaps between. This command acts just like one of the pitch modifiers (k, e, a, or p) because it will override any pitch set with one of the four modifiers, and they will override any character spacing set with this formatter.

LS **(Line spacing)** LS7
This modifier allows you to change the gap between lines of text. The number following **LS** is the number of lines per inch (vertically) that you request. If never specified, Fontmaster assumes 6 lines per inch. You can specify a number anywhere from 1 to 100 lines per inch.

LI **(Line increment)** LI26
This formatter is similar to the line spacing **(LS)** control, but is more flexible because it lets you directly specify the number of increments between lines. This formatter is not for beginners, as it requires a knowledge of the size of your printer's increments.

BL **(Blank lines)** BL3
The purpose of this formatter is to save memory. The number following **BL** is the number of blank lines you want placed at that spot in your text. This is much more memory efficient than typing a bunch of **RETURN**s.

Headers/Footers

Headers and footers are special lines of text that are placed respectively above and below the regular body of text. Their common uses include titles, page numbers, and chapter headings. Fontmaster takes care of working them into each page of print, but you are given power to dictate their use with the following group of format controls.

HP **(Header position)** HP6
This formatter specifies how many lines above the main body of text the header should appear. **HP1** will put the header on the line directly above the first line of text. The header position cannot be larger than the top margin (set with **TM**). If no header position is set, a value of 4 is assumed.

FP **(Footer position)** FP6
This control sets the number of lines from the bottom of the main body of text to the footer line. **FP1** will place the footer on the line right after the last line of text on the page. A footer position of 3 is used unless you specify your own.

HL **(Header/footer left margin)** HL5
This formatter sets the left margin for both headers and footers. In most cases you won't even need to use this because the header and footer margins will "follow" any margin settings for the main body of text. In other words, if you set the left margin for text to 7, the header and footer will also have a left margin of 7.

In some cases, you may want to control the header and footer margins independently of the margins for the body of text. For those cases, use this formatter, and the next one for the right margin. Use of these two formatters will cause the header/footer margins to become locked (they will no longer follow margin changes made for the body of text).

HR **(Header/footer right margin)** HR8
This formatter will set the right margin for headers and footers, and will lock so they no longer follow regular margin settings for the body of text.

UL **(Unlock header/footer margins)** UL
Use of this format control will unlock the header and footer margins so that they will once again follow margin settings made for the main body of text. See **HL** and **HR** above for more info on locked margins.

H= **(Define header line)** H=This is a header
This control will turn header usage on as well as telling Fontmaster what text to use in the header

line. To shut headers back off later, set the header to nothing:

•H=↵

F= **(Define footer line)** F=Sample footer
Use of this control will start footer usage, with the footer line set to the text following the =. Set the footer to nothing in order to shut footers off:

•F=↵

Header/Footer special codes

Headers and footers normally have the following characteristics:

Centered
Proportional off
Pica pitch
Compress off
Expand off
Normal height
Boldface off
Inverse off
Underline off
Font slot 1

Text modifiers are definitely not recommended for use in headers and footers. Therefore, a special set of codes exists solely for the purpose of selecting text effects in headers and footers only. They may have a different meaning or none at all when used in normal text. Any effects set with these codes are internal to headers and footers only—they won't affect your normal text.

Codes	Function in headers/footers
/p	Proportional printing on
/l	Edge left
/r	Edge right
/o	Edge outside (alternate even-odd)
/k	Konnect pitch
/e	Elite pitch
/a	Alternate pitch
/c	Compress on/off
/x	Expand on/off
/t	Tall height
/m	Micro height
/n	Normal height
/b	Boldface on/off
/i	Inverse on/off
/u	Underline on/off
/1	Use font in slot 1

/2	Use font in slot 2
/3	Use font in slot 3
/4	Use font in slot 4
/5	Use font in slot 5
/6	Use font in slot 6
/7	Use font in slot 7
/8	Use font in slot 8
/9	Use font in slot 9
/▣	Overlay next 2 characters
//	Produces a slash (/)
□	Print page number here

The last item, □, is produced like this:

HOLD: **CTRL**
PRESS: ▼

Notice that this box in headers and footers is not a variable, but signals to plug in the page number. For example, – **□** – as a header would print the page number between dashes on each page.

P# **(Page number)** P#42
When you start a printout, the page number of the first page is set to 1, and then automatically increased for each new page. You can force to start counting from a specific number by listing it after the **P#** formatter. You can do this at the start of the file or anywhere within.

RO **(Roman page numbering)** RO
This format control will switch page numbers to the Roman number system. This is useful for prefaces of books (you know, when the pages are numbered **i,ii,iii, iv**, etc.).

DC **(Decimal page numbering)** DC
Use of this formatter will switch page numbers back to the decimal system you are used to. Unless you switch to Roman, the decimal system is already selected for you.

Columnar Formatters

See **Columnar Printing** on p. 42 for more information on using the following formatters.

C# **(Set number of columns)** C#3
With this formatter you tell Fontmaster how many columns of text you want the text broken into. You can specify 1,2,3, or 4 columns. The only other thing you must do is specify the margins for each column. Column 1 always uses the normal left and right margins (set with **LM** and **RM**). Use the following six formatters for the other three columns.

2L **(2nd column left margin)** 2L15
This formatter defines the left edge of the second column. Columns can overlap, but usually set this at least 2 greater than column 1's right margin.

2R **(2nd column right margin)** 2R28
Use this formatter to define the position of the right edge of the second column.

3L **(3rd column left margin)** 3L30
Use this formatter to define the left edge of the third column. Although columns can overlap, for maximum readability, you should set this at least 2 greater than column 2's right margin.

3R **(3rd column right margin)** 3R46
Use this formatter to define the position of the right edge of the third column.

4L **(4th column left margin)** 4L49
Use this formatter to define the left edge of the fourth column. Although columns can overlap, for maximum readability, you should set this at least 2 greater than column 3's right margin.

4R **(4th column right margin)** 4R70
Use this formatter to define the position of the right edge of the fourth column.

Miscellaneous Formatters

CH **(Chain to text file)** CH:nextfile
When printing text, if the Fontmaster encounters this format control, the file listed after the colon is loaded into memory from disk and printing continues at the start of that file. This is useful when printing large documents that must be split into several smaller files.

EX **(External file print)** EX:extfile
This formatter causes printing to temporarily stop while the data from the file you listed is dumped to the printer. The file must be a sequential **(SEQ)** type. Since Fontmaster blindly passes all the data in the file to your printer, you must make certain that all the codes conform to your printer's format.

CM **(External compensation)** CM16
This formatter is for use solely with the **EX** external file print control. Depending on the data in that file, the printer paper may be moved by an uncertain amount. Fontmaster must be informed about this paper shift if it is to keep printing correctly on your paper. Use **CM** followed by the size of the paper shift in printer paper increments. This is a complex task which should not be attempted by those with weak stomachs.

DI **(Direct to printer)** DI5,27,64
This formatter lets you send any codes you want to your printer. Keep in mind that all font printing is generated by the Fontmaster, so most features of your printer won't work unless you are printing in the dot-matrix mode.

The first number following the **DI** is the secondary address to use while sending this data. If you don't know what a secondary address is, consult your printer interface manual. When in doubt, use a 5. The rest of the numbers are the decimal values which will be sent. Send as many as you want, separating them each with a comma. After the last one, press **RETURN.**

NP **(Next page)** NP NP4
The **NP** formatter causes printing to immediately jump to the next piece of paper. If a number is included (as in **NP4**), printing jumps to the next page only if not enough room is left on the current sheet to print that number of lines.

SS **(Single sheets)** SS
Use of this format control will instruct Fontmaster to pause at the end of each page and wait for the insertion of a new piece of paper. If **SS** is not used, continuous paper is assumed to be used.

SO **(Sub/superscript offset)** SO4
This formatter lets you change how much of a shift occurs with superscripts or subscripts. Normally, this value is set to 6 printer increments. You can set the shift to any size you want by placing the number of increments after the **SO.**

UO **(Underlining offset)** UO3
This formatter lets you change the gap between underlining and the bottom of the characters. Normally, the gap is 6 increments, but you can modify this by using **UO** followed by the gap size in printer paper increments. To avoid problems use a gap size no larger than 10.

ED **(Eat data)** ED
This formatter is used in form letters to "absorb" pieces of data from the variable file without printing them. Each **ED** will use up the data that would normally fill one variable box (□).

Columnar Printing

One of the unique features of the Fontmaster word processor is its ability to format printed matter into columns, such as you would see in a newspaper. Up to

four columns are allowed. Unlike your newspaper, each column does not have to be the same width. In fact, they can even overlap.

Here's how it works. You use a **C#** formatter followed by the number of columns to use (see p. 40). At this same time, you set the left and right margins for each column using these formatters: **LM, RM, 2L, 2R, 3L, 3R, 4L, 4R** (see p.41). When printing text, Fontmaster prints until it runs out of room, at which time if you have set the number of columns to 2 or more, it will try to move the paper back up and start on the second column. Some printers can't do this automatically. If yours can't, Fontmaster, knowing this, will stop printing and request that you manually roll the paper back up to the previous perforation.

Tips on manually backing up paper:

1) Always wait until printer stops printing before moving the paper
2) Pull gently on paper supply while slowly backing-up paper with knob
3) Be consistent in lining up the head with the perforation. Position the head the same way you do when starting a printout

You can force Fontmaster to start printing at the top of the next column with the **NP** (next page) formatter. Setting the number of columns back to 1 **(C#1)** will cause Fontmaster to return to single-column printing as soon as it can.

Form Letters

Another powerful feature of the Fontmaster word processor is its capability to produce form letters. A form letter is a document that is sent to many people with only a few items changing for each letter. You find good examples of form letters in your mailbox daily:

Dear Mr. Johnson,

Wouldn't you be the envy of all your friends driving around Icre Grove in a brand new 1987 Fiasco GT? Just fill out and mail the attached card within...

The same letter was used to print a personalized letter to thousands of people. The only information that changed from one letter to another is the name of the recipient and the name of his city. This letter was created with "holes" where the name and city go, which are then filled in with data from a disk with thousands of people's name and address. With this technique anyone can send a large number of seemingly personalized letters

with just one common letter.

Here's how you would create the same Form letter with the Fontmaster:

Step 1: The Form Letter

Type the form letter just like you would a normal letter (using formatters, modifiers, get as fancy as you want). When you come to the places where the data will vary from letter to letter, type a **variable box**:

HOLD: **CTRL**
PRESS: **v** (variable)

This is one of those "text holes" we were talking about. The letter, in its simplest form, should resemble this:

```
    Dear □,↵
↵
        Wouldn't you be the envy of all y
our friends driving around □ in a brand
new 1987 Fiasco GT?  Just fill out and m
ail the attached card within...↵
```

Now save the letter on a disk so that you can proceed to the next step.

HOLD: **CTRL**
PRESS: **d**
PRESS: **s**
TYPE: **junkmail** (Name of this form letter)
PRESS: **RETURN**

Step 2: The Variable File

The variables or "text holes" in a form letter are filled with text from a separate file—the **variable file**. To create data to use with the form letter you just made, clear all text (**SHIFT CLR**) and enter the following:

TYPE: **Mr. Johnson**	PRESS: **RETURN**
TYPE: **Icre Grove**	PRESS: **RETURN**
TYPE: **Geddy Shaw**	PRESS: **RETURN**
TYPE: **Moon City**	PRESS: **RETURN**
TYPE: **Han Tarlyck**	PRESS: **RETURN**
TYPE: **Condoview**	PRESS: **RETURN**

Notice that you must press **RETURN** to mark the end of the data to fill each variable box. In this example, we only entered three groups of data. You can enter as few or as many as you want.

Now you must save this data onto disk so that it can be used with the form letter you created. Variable files must be sequential types so use the **Put text** command:

HOLD: **CTRL**
PRESS: **d**
PRESS: **p** (Put text)
TYPE: **people** (name of this variable file)
PRESS: **RETURN**

After this file is put to disk, you are ready for the final step:

Step 3: Form Letter Output

Before you can print your form letter, you must load it back into memory:

HOLD: **CTRL**
PRESS: **d**
PRESS: **l** (small "L")
TYPE: **junkmail** (or whatever name you used)
PRESS: **RETURN**

You can now output your letter, in its final form, to the screen or printer.

To screen: HOLD: **SHIFT CTRL**
PRESS: **v**

To printer: HOLD: **SHIFT CTRL**
PRESS: **p**

Either way you choose, you will next be asked how many copies to print. You know there's three, so type **3** and press **RETURN**.

Next, you will be asked for the **Variable filename**. Type **people** (if that's the name you used) and press **RETURN**. Fontmaster will check to see if the variable file exists on the disk, then will begin to output your letters, one at a time.

More About Form Letters

Before form letters are put to any serious use, there are a few more points about them which need to be discussed. First, you will seldom know, when starting a printout, how many copies of a form letter to make unless you count all the data in the variable file—forget it! By entering a **?** for the number of copies, you tell Fontmaster "**I don't know. Print copies until the data runs out.**" You can use this shortcut with the Video preview too. Here's how it would look when printing:

HOLD: **SHIFT CTRL**
PRESS: **p**
TYPE: **?**
PRESS: **RETURN**

TYPE: Name of variable file
PRESS: **RETURN**

When using form letters, you must be sure that the variable file has the correct number of data items for each letter. If the number is greater or less than the number of variable boxes in the form letter, your letters will print with data plugged into the wrong boxes—a mess! It's up to you to ensure a one-to-one correspondence between variable boxes in the form letter and data items in the variable file.

If you already have a data file created, and you need to write a form letter that just uses some of the data for each letter, you can throw away parts of the variable file. Let's say for example, that you have a variable file of many people, their addresses, and phone numbers. You want to write a form letter that prints each person's name and address at the top, but you never need to use their phone number. You can't just ignore the phone number, or it will be read and printed in place of the person's name on the second letter. Somewhere in the form letter, after the "address" variable box, you need to "throw away" the phone number—read it in to use it up, but not print it. You can do just such a thing with an **eat data** formatter **(ED)**. Each **ED** will eat one box-worth of data from the variable file (remember to place a format arrow, ➡, in front).

Also, in variable files, you can combine multiple data items onto the same line. All you have to do is separate each one from the next with a ¦ separator (made with **SHIFT** =). The last item of data on each line should still be followed by a ↵. Using this, your sample variable file could have been typed like this:

Mr. Johnson¦Icre Grove↵
Geddy Shaw¦Moon City↵
Han Tarlyck¦Condoview↵

Notice that the data is much easier to read in this form because all the data for one letter is grouped on the same line. This file will work exactly the same as your first form. To summarize, every data item that is to fill one variable box must end with a ¦ or a ↵.

Using Custom Character Sets

We've put off talking about the **Load character set** command in the disk operations menu until now because of the scope of the topic. The character set is all the letters, numbers, and symbols that you see in the text editing area and status display. The Fontmaster allows you to change the way these look, either for personal preference, or for the editing of foreign languages. There should be at least four different character sets

on your disk, ready to use (check the directory for all files starting with **c/**). You can use the **Character Set Creator** to modify these or make up your own (see p. 55). As an example, do the following to load the **CBM** set, which makes all characters look as they do in BASIC:

HOLD: **SHIFT**	
PRESS: **d**	
PRESS: **c**	(character set)
TYPE: **cbm**	(name of set)
PRESS: **RETURN**	
PRESS: **n**	(not bi-lingual)

To go back to Fontmaster's normal set, repeat the process using **normal** as the name of the set.

Bi-lingual Operation

The Fontmaster has the capability to use two different character sets on the screen at once. This is intended for use with foreign languages, so that you can see the foreign text on the screen, just like it will look when printed. In order to be able to do this, there must be a character set of the foreign characters created (p. 55) to match the foreign characters in the font. A few of the foreign languages on the Fontmaster disk have matching character sets that you can load.

This mode of editing is called bi-lingual because, while you are editing in a foreign language, the status display and all messages from fontmaster are still displayed in English (assuming that was the set loaded when the second set was loaded). Also, all formatting information (stuff following a ♦) is displayed in English.

Here's how you would set up a bi-lingual editing system:

1) Make sure the current character set is some form of English
2) HOLD: **CTRL**

PRESS: **d**	(disk)
PRESS: **c**	(character set)
TYPE: **russian**	(or any foreign set)
PRESS: **RETURN**	
PRESS: **y**	(bi-lingual mode)

When the bi-lingual mode is turned on in this way, several things happen. First, the underline switch indicator in the status display (refer to p. 15) becomes a **B** to tell you that you're operating in the bi-lingual mode. This **B** also serves to remind you of this mode's main drawback—you can't underline on-screen. Underlining can still be performed, however, with the use of the **U** text modifier (see p. 29).

When in the bi-lingual mode, never try to load another

character set. You must first shut off the mode:

HOLD: **CTRL**
PRESS: **n** (normal editing)

This command turns off the bi-lingual mode, and switches to using solely the English-like set.

Use With Foreign Languages

Besides the bi-lingual mode, mentioned above, several other features have been included in the Fontmaster to facilitate the use of foreign languages. First of all, languages that read "right-to-left" (such as hebrew) are a headache to use with all normal word processors. Well, since Fontmaster was already far from normal, we went all out. Type the following command to change to a "right-to-left" editing mode:

HOLD: **CTRL**
PRESS: **⇒**

You can change back by typing the command again. An **R** in the status display indicates if this **reverse switch** is on. If the reverse switch is on when you print the text, it will be printed backwards as well (just as it is on the screen).

Fontmaster also has what is called a **"with" flag**. Although it is considered a text modifier, it acts so different that it deserves its own section. This is what the "with" flag looks like: ¶ You produce it from the keyboard like this:

HOLD: **LOGO**
PRESS: **w** ("with")

What is the "with" flag for? It isn't printed, but when encountered, it causes the current line and the next to be butted together vertically. What good is that? Some languages require extra markings above and/or below certain characters. If you butt two lines together, you can put the main characters on one and the special marks on the next so they will line up. Also, doing graphics or very tall fonts would be possible by stacking consecutive lines with the "with" flag vertically butting them together.

To see "hands-on" how to do this, load the text file called **graphic.demo** then autoload the fonts and print it.

Memory Management

Advanced user's will find that knowing a little about how the memory in the computer is used by the Fontmaster will allow them to use that memory more efficiently. As an added bonus, user's with this knowledge can create files which are more than 50% longer than files created by a novice Fontmaster user (over 900 lines!).

The free memory in your computer is used by Fontmaster for three things:

1) Fontmaster itself
2) Fonts
3) Your text

At any time, you can check to see how much memory is not being used by any of these three things with the memory check command:

HOLD: **CTRL**
PRESS: **?**

The number of unused bytes will be displayed on the ruler line as well as how many lines of text that equates to.

Under normal operation, you can put fonts in any of 9 font slots. Since each of these slots uses 1920 bytes of memory, a total of 17,280 bytes is dedicated to font slots. You can use some of this memory for your text if you promise to not use it for fonts. The way you promise is by changing the number of font slots. You can select to have from 1 to 9 font slots operable. Any memory freed up by this sacrifice is immediately granted to you for use with your text.

HOLD: **SHIFT CTRL**
PRESS: **s** (slots operable)
TYPE: number of slots
PRESS: **RETURN**

You can later increase the number of operable slots if you change your mind (or if you find you need to use more fonts). Two things should be known about increasing the number of operable slots. First, if you have since added too much text to allow the addition of the font slots, Fontmaster will say **Too much text to add slots**. Secondly, if it does give you the use of the slots again, the new slots will be undefined (no fonts loaded), even if they contained a font before being made inoperable.

The number of operable slots is also saved along with all **PRG** text files so that when loaded back in, the system will be setup just like it was when you saved the file.

Tailoring Fontmaster

The remaining Fontmaster commands all let you customize the word processor to your liking.

Repeat speed

By now you have found that you can make just about any Fontmaster command repeat by holding the proper keys down long enough. The commands can be made to repeat at any of four speeds. Change it like this:

HOLD: **SHIFT CTRL**
PRESS: **r** (Repeat)

Each press will change the repeat to the next higher setting and will display that speed on the ruler line. If you try to go past speed **4**, it will be set back to **1**, the slowest.

Help screen switch:

Help screens are great for beginners but can be annoying to users who have outgrown the need for them. This command will turn help screens on or off with each press.

HOLD: **CTRL**
PRESS: **h** (Help switch)

Color customizers:

Even though you were allowed to select the three screen colors in the **Setup program** (p. 4), you may want to experiment with different colors "first-hand," especially when trying to find readable color combinations for the **Video preview** feature. Each color change command will change the associated part of the screen to the next color with each press.

Background color:	HOLD: **SHIFT LOGO** PRESS: **c**
Text color:	HOLD: **SHIFT LOGO** PRESS: **t**
Border color:	HOLD: **SHIFT LOGO** PRESS: **b**

CHAPTER 3: CREATING FONTS

Although over 30 fonts are included on the Fontmaster disk, you will probably at some time reach a point where you want to try your hand at creating a font. Be warned, it's harder than you think. Every attempt has been made, however, to make font creating and editing as simple as it can possibly be. Big hint: become familiar with the **FONT CREATOR** program before you try to produce a finished font. A mistake while experimenting is a learning process, but a mistake after creating a whole font is a hair-puller.

Using the Font Creator

Let's walk through the use of the **FONT CREATOR** program step-by-step. First of all, you have to get the Fontmaster system menu on the screen. From BASIC, it's done this way:

TYPE: **LOAD "FM",8,1**
PRESS: **RETURN**

or, if you are using the Fontmaster word processor:

HOLD: **SHIFT CTRL**
PRESS: **q**

PRESS: **y** (yes, quit)

Once the system menu is on the screen, select the **Font Creator** by pressing **f**. After a few seconds, you will be in the creator, with the following menu displayed:

1) CREATE OR EDIT A FONT
2) DISK COMMANDS
3) EXIT

To take any of these three actions, simply press **1**, **2**, or **3**. **EXIT** will take you back to the Fontmaster system menu; **DISK COMMANDS** is similar to the disk operations menu in the word processor, except the list of things that you can do is shorter.

Selection **1**, **CREATE OR EDIT A FONT** is what you're anxious to do, so push **1** and follow along. First, you are asked what type of font you want to work on—normal or superfont.

Characters in a **normal font** are made up of a grid of 9 by 16 dots, whereas **superfont** characters are made up of 18 by 16 dots. This difference explains why superfonts look better than normal fonts—you have twice as many dots to work with in superfonts. Some printers, however, cannot print superfonts very well or not at all.

You had better try to print one of the superfonts on the Fontmaster disk before you spend the time to create one.

PRESS: **n** (for normal)
or
PRESS: **s** (for superfont)

Next, you will be asked by what method you want to enter the font editing screen:

DO YOU WANT TO

CREATE A NEW FONT
EDIT A FONT
RE-ENTER EDIT MODE

Choose to **EDIT A FONT** by pressing **e**. You are now asked **NAME OF FONT TO EDIT?**

TYPE: **typewriter** (for our example)
PRESS: **RETURN**

If you had chosen to **CREATE** a font by pressing **c**, you would have entered the editing screen with a font-full of blank characters waiting to be made into something. The **r** (Re-enter edit mode) choice is exactly the same, except that the characters aren't cleared for you. This option can bail you out of a lot of trouble if you accidentally leave the editing mode without saving what you've created.

Now that you are in the **font editing screen**, you can begin to define what each character in the font should look like. You do this by displaying each character, one-by-one, in the grid at the upper-left corner of your screen. You can move the cursor (the checkerboard pattern) around on this blown-up version of the character and set individual dots on or off.

The cursor can be moved in several ways: with the **cursor keys** just under the RETURN key, with a joystick plugged into port 1, or a compatible light-pen plugged into port 2 (Flexidraw's, for example).

Define the shape of each character by turning on the correct dots in the grid to achieve the shape you want. You set dots "on" by moving the cursor to them and pressing the **s** key. Press **c** to clear a dot. While experimenting with what dots to set or clear, you can see what the grid would look like printed on paper by pressing **p** for "print". When you are satisfied with the character, press function key **f1** to preserve the character in memory. The next character will automatically be put on the grid.

You can go from character to character without working

on them by using the + and − keys to go forward and backwards, respectively. Or you can "jump" to any character by pressing **SHIFT J** and then the character.

When you are done editing, whether you just want to quit or you want to save the font, press **RUN/STOP**. You will see the following question:

NAME OF THIS NEW FONT
(RUN/STOP TO EXIT)

Press **RUN/STOP** to go back to the Font Creator menu without saving the font. If you want to save the font, put the destination disk in the drive, type the name to give the font, and press **RETURN**. If a font on that disk already has that name, you will be told so and asked whether to replace it or not. For your benefit, fonts are automatically verified after they are saved.

It is strongly recommended that you put new fonts or new versions of the included fonts on a separate disk. If you must put them on the Fontmaster disk, put a copy on another disk as well. A destroyed Fontmaster disk can be replaced, but your personal fonts cannot.

Advanced Features

The **Font Creator** has many advanced features that save you time in editing characters. All of the Creator's commands are summarized in the lower and right-hand parts of the font editing screen. In front of each dash, the key is listed that you must press for each command. Some keys are shown surrounded by brackets, such as [j]. This means that you must hold down the **SHIFT** key as well.

Here is a brief description of each of the Creator's advanced commands:

, and . These two commands move the left-most ↑ at the bottom of the grid to the left and to the right. This arrow should point to the left edge of the character in the grid. This information will be used when the character is printed in the **proportional** mode. In this mode, all the dots to the left of this arrow will be skipped.

< and > These two commands move the right-most ↑ at the bottom of the grid to the left and to the right. This arrow should point to the right edge of the character in the grid. When printed proportionally, the columns of dots following this arrow will be skipped.

f5 and f7 (Store/Recall image): Pushing function key **f5** will store whatever is in the grid into a temporary holding area. You can later "recall" this pattern into the grid by pressing **f7**. You can use this pair of

commands to transfer patterns from one character to another. They can also be used to provide a quick starting base for the creation of similar characters. In other words, you could create the letter **o** and store it. Then to create the letters **bcdopq** you could recall the image of the **o** and modify it, instead of starting from scratch on each character.

← (Dump grid): Causes a picture of the grid to be printed as it is, full size, to the printer. You can use this to make a hard-copy archive of your fonts. If the screen border flashes when you try this command, something is wrong with the interface or printer. Check all connections.

CLR (Clear grid): Clears all dots in the grid. Remember, however, that the character is not cleared unless you save this cleared grid to memory with **f1**.

[N] (Negative): Each press of this command will make a negative of the grid—all "on" dots are turned "off," and all "off" dots are turned "on."

[U] (Shift up): Shifts all dots in the grid up one row.

[D] (Shift down): Shifts all dots in the grid down one row.

[L] (Shift left): Shifts all dots in the grid one column to the left.

[R] (Shift right): Shifts all dots in the grid one column to the right.

[F] (Flip grid): Flips the image in the grid in the left-right direction.

[I] (Invert grid): Inverts the image in the grid in the up-down direction.

(Choose setup number): This command is not listed on the screen because it's so rarely used. When the Creator loads, **setup file** number 1 is retrieved from the disk. That's what the **#1** in the upper-right corner of the screen means. You can change to the second setup file like this:

HOLD: **SHIFT**
PRESS: **2**

CHAPTER 4: CREATING CHARACTER SETS

So that you don't become confused by the use of **fonts** and **character sets**, let's differentiate the two right now:

- Fonts are used when printing to the printer
- Character sets are never used when printing. They are used on the screen in the 40-column mode only

There are only three reasons why you would need to create and use a character set beside the word processor's normal one:

1) If you would find a modified version more readable

2) When using foreign language fonts
3) When using a font with nonstandard characters (such as **misc**)

Since the **Character set Creator** is nearly identical to the **Font Creator**, we will outline the differences between the two here, and refer you to the instructions for the Font Creator in chapter 3 (p. 51).

- There is no such thing as normal sets and supersets. There is only one kind of character set. It's characters are made from an 8 by 8 grid.

- No proportional spacing information is needed for character sets, so the two arrows below the grid are absent.

- Since character sets are never printed, you cannot use **p** to try a print to the printer. You can, however, still dump the enlarged grid to the printer.

- In the Character set Creator, the whole character set you are working on is displayed in the lower-left part of the screen. As you put images into memory with the **f1** key, the image should be visible in that list.

CHAPTER 5: TRANSLATING TEXT FILES

On the Fontmaster disk is a program that will convert text files made with other word processors to a format that can be used by the Fontmaster II word processor. This program, called the **Translator**, is used by selecting **T** in the **Fontmaster System Menu**.

When the Translator has loaded, a message will appear, listing the types of word processor files that can be converted. Each word processor type is given a number; to choose the type to convert, just push its number. If you press **RUN/STOP** instead, you will be taken back to the Fontmaster System Menu.

Next, the type of word processor file that you chose is displayed, just to doublecheck. If you picked the wrong one, press **RUN/STOP** to start over. At this point you are asked to insert the disk that contains the text file or files that you want converted. Do so and press **RETURN**.

The screen will blank, and then a list of the files on that disk is displayed. You can now use the cursor ↑ and ↓ keys to highlight the file you want to convert (you can only do one at a time). You can look at a different disk by inserting it and pressing **(SHIFT)** $. When you have highlighted your file, press **RETURN** to begin the conversion.

When the file has been completely read and converted, you will see **Insert disk to hold new file and press RETURN.** If you decided not to save the converted file, just press **RUN/STOP** to start over. To save the converted file, put a destination disk in the drive and press **RETURN**. The name of the new file is the name of the old file with a **W** tacked on the end. When the file is completely written, you will be able to convert another if you like, or you can exit to the System menu.

NOTE: SEQ text files need not be converted because they can be directly loaded into Fontmaster II using the **Get text** command. It can then be saved as a **PRG** file. For this reason, some popular word processors are not given as an option in the **Translator**—because they only use **SEQ** files.

APPENDIX A
Troubleshooting

SYMPTOMS	POSSIBLE CAUSES
Word processor never finishes loading	Illegal copy of disk Drive out of alignment Defective disk
Nothing prints to printer	Incorrect printer in **Setup** Printer off or off-line Printer not connected Defective printer
Strange symbols printed (⌐¼¥⌐∞÷±ΣÅ)	Printer switches set wrong Interface switches Wrong printer in **Setup**
Printed text is distorted (Distorted)	Printer switches set wrong Wrong printer in **Setup**
Text arranged improperly	Incorrect formatter use Wrong printer in **Setup**
Printer continues after aborted	Buffer in interface or printer is still emptying
Some text effects not working	Printer incapable of effect Wrong printer in **Setup**

APPENDIX B
Fontmaster Messages

Following is a list of all prompts and error messages for the Fontmaster word processor. A short explanation accompanies each.

All fonts loaded - All fonts originally present have been reloaded with the **Load fonts needed** command

All slots in use - Fontmaster doesn't know what slot to load your font to because all the slots are taken. To load over a previous font, you must specify that slot number explicitly

Are you sure? - Fontmaster is doublechecking before it does something potentially dangerous. To proceed with the operation, press **Y**

Block too large - an attempt has been made to **cut** or **copy** a block of text that is too big for Fontmaster to handle

Buffer overflow error - This error can occur during printing if too many characters appear on the same line on the paper. A common mistake that can cause this error is accidentally leaving out the end-of paragraph mark (↵)

Directory error - Fontmaster could not read the complete disk directory

Disk drive not responding - The disk drive is not behaving normally. It is either shut off or confused. Remove the disk and turn the drive off and back on to fix this problem

File already exists. Replace? - A file on the disk has the same name as the file you are trying to save. If you press **Y** this new file will replace the old one. Otherwise, no save will occur

Filename? - Fontmaster is asking for the name of a disk file to work with

Font not found - The font you specified was not found on the disk in the drive. This could result from misspelling the font's name

Hit a key - Fontmaster is waiting until you press a key before it can proceed.

Illegal value - The value you supplied after a format control is not acceptable. The cursor will be pointing at the bad value

Insert Fontmaster disk - Something from the Fontmaster disk is needed, but some other disk is in the drive. Put the Fontmaster disk back in the drive and press any key when ready

Insert sheet of paper - Use of the **SS** formatter will cause a pause between each page of print, when this message will instruct you to insert the next sheet of paper

Line will look unreadable - A line of text that was being justified had to be stretched out so far that

it will look bad. Fontmaster will point the cursor to that line, give this error, and stop. Hyphenate words or reword the text so that more words can fit on the line

Memory full - All available memory is being used. Whatever you are trying to do when you get this error, it requires more memory and therefore cannot be done. Free additional memory by shortening your text or reducing the number of operable font slots.

Move paper back to previous perforation - This message may occur on some printers when printing multi-column documents. Fontmaster is preparing to print the next column and must request that you manually move the paper back to the previous paper perforation. **Always wait to do this until the printer has completely stopped printing!**

No normal font found (no room for super) - superfonts cannot be loaded to the last slot (usually #9) because they require two consecutive slots. This message is telling you that a normal font with the name you specified was not found. A superfont by that name may exist, but it cannot be loaded here

No such SEQ file found - When you specify that a variable file be used during printing (for form letters), Fontmaster will check to make sure it can find that file. If it can't, this message results

No tabs set - The tab key (RUN/STOP) has been pushed, but no more tab stops are set to the right of the cursor

Output aborted - The Print or View command has been stopped before it was finished

Printer I/O error - something went wrong when trying to communicate with the printer or printer interface. Check all connections

Process aborted - some function was stopped before complete

Push "Y" to abort, other to continue - this message occurs when you try to abort a printout with **RUN/STOP**. If you are sure you want to abort, press **Y**

Search ended - The **Find** or **Replace** command reached the end of the text without finding any more occurrences of the search string

Set a block first - You tried to use a command that works on a block of text, but no block was marked

(super) - This reminder is tacked on when you are loading a superfont

Text file was not found - The text file you specified could not be found on the disk

That is not a Fontmaster text file - The file you are trying to load is not a Fontmaster text file and therefore cannot be read using the **Text load** command

The print block follows a chain command! - It's ridiculous to try to print a block of text that starts after a chain command!

There is nothing to paste - You tried to paste

text, but no text is in the buffer. You must **cut** or **copy** a block of text into the buffer first. Remember that the **Print** and **View** commands destroy any text that is being held in this buffer

Too much text to add slots - Not enough memory is available to make all the slots operable that you requested. Either request fewer slots or reduce the number of lines of text

Unknown format command - Fontmaster has run across something it doesn't understand in a format line (following a ➡). Usually this means you misspelled one of the two-letter format commands

Verify error - The disk file you specified to be verified does not match the text in memory

Verify OK - The disk file is exactly the same as the text in memory

Word too long to fit in margins - When printing text, Fontmaster was unable to fit a word between the margins set at that point. The cursor will be pointed to the word

Working... - Fontmaster is busy doing something

You can't use that slot! - You have tried to load a font into a slot that you previously made inoperable so that you could have extra room for your text. You cannot use these slots until you make them operable again

Any other error messages you might see are coming from your disk drive. See Appendix C (next) for an explanation of your drive's messages.

APPENDIX C
Disk Drive Error Messages

Here are a few of the most common error messages your disk drive might produce. Consult your drive manual for a complete list.

READ ERROR - The drive could not complete a read operation from the disk

WRITE ERROR - The drive could not complete the write operation to the disk because a bad spot on the disk was encountered. Try a different disk

WRITE PROTECT ON - You attempted to write to a disk that has a write protect tab over the notch on the side of the disk. You must remove the tab before you can write to the disk

FILE NOT FOUND - The requested file could not be located on the disk in the drive

DISK FULL - The disk was filled up before the entire file was written. This partial file is no good; save the file on another disk

DRIVE NOT READY - You tried to access a disk when the drive door was open or no disk was inserted in the drive

SYNTAX ERROR - The command you sent directly to the drive with the disk > command was improper

APPENDIX D
Disk Drive Commands

These are some of the more common commands that you can send directly to the disk drive (p. 23). See your disk drive manual for complete details.

FORMAT >n0:diskname,id

Causes the disk in the drive to be erased and prepared for data storage. "Diskname" is the name you want to give the disk, and "id" is any two-letter indentification. This command is irreversible!

Example: >n0:invitations,mf

VALIDATE >v0

This command causes the drive to clean up the contents of the disk, erasing any improper files. Relative files (REL type--not used by Fontmaster) will also be erased by this command.

INITIALIZE >i0

This command is rarely needed for its intended purpose. It can be used to spin a disk while using a head cleaning kit. Also, if your drive is having trouble reading files successfully from a disk, using this command will sometimes help the situation.

APPENDIX E
The Fontmaster Disk

Following is a description of all of the files on your Fontmaster disk.

FM	This is the program that you load to start the Fontmaster system.
◆fmb2f	All files on the disk that start with a diamond (◆) are used by the Fontmaster system. Disregard these.
n/bauhaus	All files that start with **n/** are normal fonts. The name of the font follows the **/**.
s/script2	All files that start with **s/** are superfonts. The name of the font follows the **/**.
c/reverse	All files that begin with **c/** are character sets. The name of the set follows the **/**.
convert i-ii **convert sg-fm**	These two programs are used to convert font files from other formats. See the following Appendix (F) for details on their use.
setup1 **setup2**	These two sequential files contain the information you chose using the **Setup** program (p. 4).

All remaining files on the disk are sample text files that can be loaded using the word processor. Study the content of these files to get a good idea of how to put many of Fontmater's features to use.

APPENDIX F
Other Programs

At least two additional programs have been included on the Fontmaster disk. One, **CONVERT I-II**, is used to convert Fontmaster fonts to Fontmaster **II** fonts (they're different). The other, **CONVERT SG-FMII** converts fonts from the Xetec Supergraphix disk to Fontmaster **II** fonts. The only fonts that can be used with Fontmaster II are:

1) Those included on the disk
2) Those converted with either of the two font convert programs
3) Those created with the aid of the **Font Creator**

The font convert programs are loaded like this:

LOAD "CONVERT I-II",8,1

or

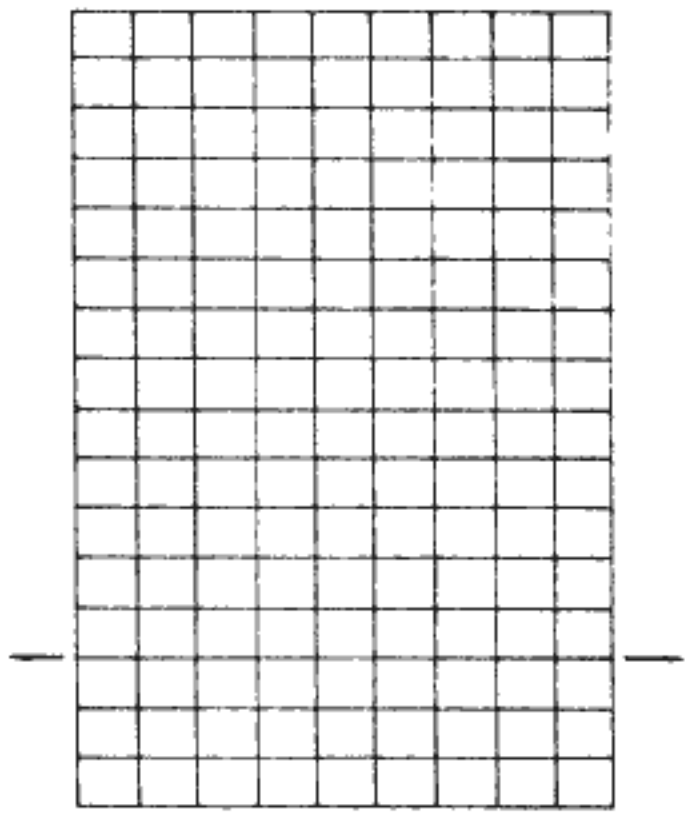
LOAD "CONVERT SG-FMII",8,1

They are used almost exactly like the text file translator (p. 56), except they convert fonts of a certain type.

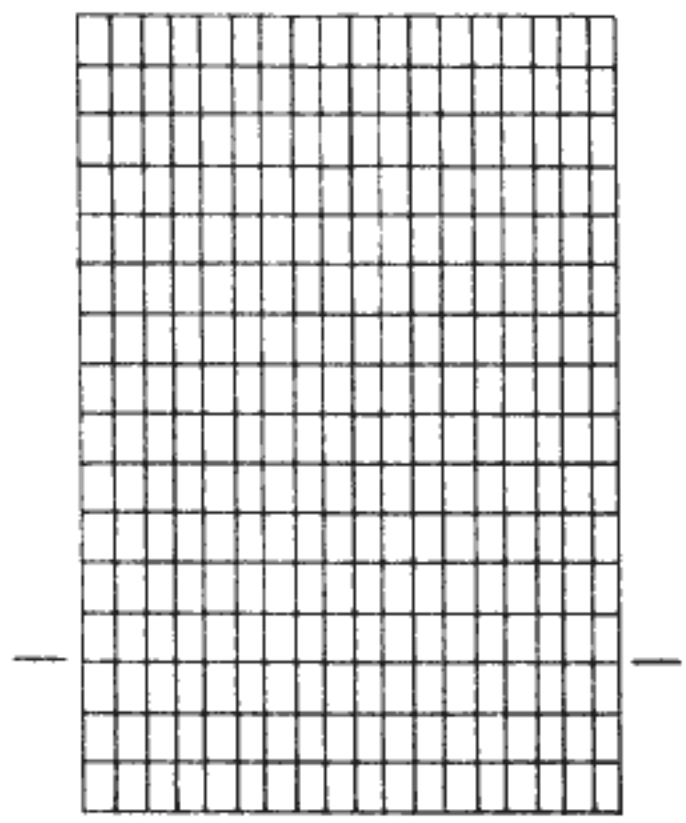
More programs may be present on your disk for miscellaneous uses. If any such additional programs exist, each will have a corresponding instruction file that can be loaded and read with the word processor. The instruction files will always begin with the letters **INS-** followed by the name of the program.

APPENDIX G
Font Grids

If you don't feel comfortable creating font characters with a cursor, you can draw your characters on photocopies of the grids below. The lines separating the bottom three rows indicate a good place to put the bottom of each character (then you can use the bottom rows for descenders).



Normal font grid (9 x 16)



Superfont grid (18 x 16)

APPENDIX H
Font Lookup Tables

Font: misc

```
 !"#$%&'()*,+.-/0123456789:;<=>?
⌟⌝⌞⌜↑↓←→○▲▼◀▶◆◇□℞Å∅θ℃℉Ω℧Σσ∞π±⌀×÷
@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^←
Ãàç£ãμ'›†§E©¼X̄½‖¥ÄÖÜ¢Ñäöüβêéüèñf
`abcdefghijklmnopqrstuvwxyz{¦}~¢
 ▘▗▝▀▟▌▙▜▛▞▚▄▖▐▜▛▙▟▄▗▝▘▞▚
```

Font:

!"#$%&'()*,+.-/0123456789:;<=>?
@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^←
`abcdefghijklmnopqrstuvwxyz{¦}~¢

Font:

!"#$%&'()*,+.-/0123456789:;<=>?
@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^←
`abcdefghijklmnopqrstuvwxyz{¦}~¢

Font:

!"#$%&'()*,+.-/0123456789:;<=>?
@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^←
`abcdefghijklmnopqrstuvwxyz{¦}~¢

Font:

!"#$%&'()*,+.-/0123456789:;<=>?
@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^←
`abcdefghijklmnopqrstuvwxyz{¦}~¢

APPENDIX I
Summary of Commands

CURSOR MOVEMENT

Move	⇑⇓⇐⇒
Top of text	HOME
Bottom of text	CTRL b
Page down	CTRL ⇓
Page up	CTRL ⇑
Previous word	SHIFT f1
Next word	f1
Previous sentence	SHIFT f3
Next sentence	f3
Previous formatter	SHIFT f5
Next formatter	f5
Previous text modifier	SHIFT f7
Next text modifier	f7
Left edge of line	CTRL ,
Right edge of line	CTRL .

EDITING

Delete	DEL
Gobble	CTRL g
Delete line	CTRL DEL
Insert	SHIFT INST
Insert line	SHIFT CTRL INST
Erase to end of line	SHIFT CTRL l
Erase to end of text	SHIFT CTRL e
Find text	CTRL f
Find text again	SHIFT CTRL f
Find/Replace text	CTRL r

BLOCK MANIPULATION

Mark block end	CTRL m
Cut	CTRL c
Paste	CTRL p
Copy	CTRL k
Erase	CTRL e
Set case of block	SHIFT CTRL c
Set underlining of block	SHIFT CTRL u

TABS

Tab	RUN/STOP
Set tab stop	CTRL +
Clear tab stop	CTRL –
Clear all tabs stops	SHIFT CTRL –

OUTPUT

Print	SHIFT CTRL p
View-80	SHIFT CTRL v
Dot-matrix mode	SHIFT CTRL d

SWITCHES

Insert mode	CTRL i
Shift mode	CTRL ↑

Underlining	CTRL u
Help Screens	CTRL h
Reverse screen mode	CTRL ⇒

MISCELLANEOUS

Hyphenate	LOGO -
Underline character	SHIFT -
Quit word processor	SHIFT CTRL q
Disk input/output menu	CTRL d
Display memory status	CTRL ?
Shut off bi-lingual mode	CTRL n
Set number of operable slots	SHIFT CTRL s
Adjust repeat speed	SHIFT CTRL r
Use setup #1	SHIFT CTRL 1
Use setup #2	SHIFT CTRL 2
Change text color	SHIFT LOGO t
Change screen color	SHIFT LOGO c
Change border color	SHIFT LOGO b
◆	£
⇐	CTRL v
{	CTRL [
}	CTRL]
'	SHIFT ↑
¦	SHIFT =
~	SHIFT *
@	SHIFT @
\	SHIFT £

APPENDIX J
Summary of Modifiers

MODIFIER	KEYS	EFFECT
p	LOGO p	Pica pitch (10 CPI)
a	LOGO a	Alternate pitch (11 CPI)
e	LOGO e	Elite pitch (12 CPI)
k	LOGO k	Konnect pitch (13 CPI)
b	LOGO b	Boldfacing on/off
u	LOGO u	Underlining on/off
i	LOGO i	Inverse on/off
x	LOGO x	Expansion on/off
c	LOGO c	Compression on/off
t	LOGO t	Tall height
n	LOGO n	Normal height
m	LOGO m	Micro height
↑	LOGO ↑	Superscript next char.
↓	LOGO ↓	Subscript next character
↑	SHIFT LOGO ↑	Superscripts on
↓	SHIFT LOGO ↓	Subscripts on
RETURN	LOGO RETURN	Sub/Superscripts off
1	LOGO 1	Use font slot 1
2	LOGO 2	Use font slot 2
3	LOGO 3	Use font slot 3
4	LOGO 4	Use font slot 4
5	LOGO 5	Use font slot 5
6	LOGO 6	Use font slot 6
7	LOGO 7	Use font slot 7
8	LOGO 8	Use font slot 8
9	LOGO 9	Use font slot 9
o	LOGO o	Overlay next 2 characters
w	LOGO w	Butt this line "with" next

APPENDIX K
Summary of Formatters

(Listed alphabetically)

;	Comment
2Ln	Set 2nd column left margin
2Rn	Set 2nd column right margin
3Ln	Set 3rd column left margin
3Rn	Set 3rd column right margin
4Ln	Set 4th column left margin
4Rn	Set 4th column right margin
BLn	Make n blank lines
BMn	Set bottom margin to n lines
C#	Set number of columns
CMn	Compensate for external print
CN	Centering - no
CSn	Set gap between letters to n microgaps
CY	Centering - yes
DC	Use decimal numerals
DIx,x	Send direct data
ED	Eat a box-worth of variable data
EL	Edge left alignment
EO	Edge outside alignment (alternate)
ER	Edge right alignment
F=xxx	Define footer content
FPn	Set footer position
H=xxx	Define header content
HLn	Set header/footer left margin
HPn	Set header position
HRn	Set header/footer right margin
INn	Set indentation to n spaces
IN-n	Set indentation to n backwards spaces
JS	Turn on justification
LIn	Set line spacing to n paper increments
LMn	Set left margin
LM+n	Move left margin right n spaces
LM-n	Move left margin left n spaces
LM+O	Back to original left margin
LM+nt	Move left margin right n spaces for one line
LM-nt	Move left margin left n spaces for one line
LSn	Set line spacing to n lines per inch
NO	No word intelligence
P#n	Set page number
PLn	Set paper length to n lines
PN	Proportional - no
PY	Proportional - yes
RMn	Set right margin
RM+n	Move right margin right n spaces
RM-n	Move right margin right n spaces
RM+O	Back to original right margin
RM+nt	Move right margin right n spaces for one line
RM-nt	Move right margin right n spaces for one line
RN	Reverse output - no
RO	Use roman numerals

RY	Reverse output - yes
SOn	Set size of sub/superscript offset
SS	Using single sheets of paper
TAn	Tab to position n
TMn	Set top margin to n lines
UL	Unlock header/footer margins
UOn	Set position of underlining
WW	Justification off, word wrap on

APPENDIX L
Glossary

Aborting - Stopping a process or command before it finishes naturally.
Bi-lingual - A mode of editing where Fontmaster still interacts with you in English, but the text being edited is of a different language.
Block - A group of text that can be manipulated as a single unit.
Case - lower case: "small" letters, upper case: capital letters.
Character set - A group of characters used when displaying text on the screen.
Computer - You need help!
Cursor - A small box that is used as a "pointer" in Fontmaster for typing text or performing editing.
Disk directory - A list of all the programs and files on a disk.
Dot-matrix - The standard print from a printer that resembles many distinct dots rather than smooth lines.
End of paragraph mark - A special mark (↵) that results from pressing the RETURN key. The text following this mark is considered a new paragraph (a separate entity).
Font - A set of characters that all share a similar style. Fonts are used to determine the "look" of printed text.
Footer - A special line that Fontmaster can automatically print at the bottom of each page it prints.
Form letter - A document that has several "holes" in it which can later be filled in with data from another file. A form letter can produce many similar prints, with only the data in the "holes" changing for each.
Formatter - "Instructions" that you can embed within your text to tell Fontmaster exactly how to arrange (or "format") the text it's printing.
Header - A special line that Fontmaster can automatically print at the top of each page it prints.
Help screen - In Fontmaster, one of four groups of text that can appear above the ruler line, listing some of the most useful commands.
Hyphen - A "long dash" in Fontmaster that is only printed if a word is split at the hyphen.
Interface - A device that allows your computer's serial bus to communicate with a parallel printer.
Jusitification - Printing text so that both left and right edges are always aligned.
Line spacing - The vertical distance between lines of text.
Modifiers - Special marks that are embedded within your text. They are not printed but control special effects that can be used on your text.
Pitch - The spacing of text horizontally (from character

to character).

Preview - A test "print" to the screen that is used for checking the output before a print is made on paper.

Proportional - A type of printing that gives each character only as much space as it needs. The result is text that is easier to read.

Search string - A sequence of characters to search for.

Setup file - A disk file containing information chosen in the setup program. This information includes preferences and equipment information.

Setup program - A selection in the Fontmaster System Menu that is used to prepare Fontmaster for use on your particular system.

Slots - Nine separate locations that hold loaded fonts. Each slot can hold only one font at a time, although some fonts take two slots.

Status display - The group of information at the top of the editing screen that displays various data about Fontmaster and your text.

Subscript - Characters that are printed slightly below the normal text position

Superfont - A high resolution font that looks superior to a normal font but requires twice as much room to use.

Superscripts - Characters that are printed slightly above the normal text position.

Switch - A Fontmaster mode that can be turned on and off with the same command, resembling a light switch. All switches have indicators in the status display if they are "on."

Variable box - The indicator for a "hole" in a form letter.

Variable file - A disk file that contains nothing but data (names, addresses, etc.) that is to be "plugged into" the variable boxes in a form letter.

Word wrap - Printing text so that words are never split between two lines (unless hyphenated).

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FONTS

bauhaus	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~¢
bauhausbold	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~¢
block	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~¢
bold	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~¢
byte	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~
celtic*	!""$%''()*+,-./0123456789:;*=*? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\] abcdefghijklmnopqrstuvwxyz
code	PQRSTUVWXYZ[\]^_`abcdefghijklmno pqrstuvwxyz{|}~¢ !"#$%&'()*+,-./ 0123456789:;<=>?@ABCDEFGHIJKLMNO
connection	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~
english	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~¢
futura	!"#$%&'()*+,-./0123456789:;<=>? ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^¢ abcdefghijklmnopqrstuvwxyz
goodtype*	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~
greek	!"#$%&'()*+,-./0123456789:;<=>? @ΑΒΞΔΕΦΓΗΙΘΚΛΜΝΟΠΨΡΣΤΥΩς Χ Ζ[\]^_ `αβξδεφγηιθκλμνοπψρστυω χ ζ{|}~
hairpin	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~
hebrew	!"#$%&'()*+,-.\0123456789:;<=>? @ [\]^_ `{|}~
italic1	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~¢
italic2*	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ 'abcdefghijklmnopqrstuvwxyz{|}~¢

*Superfont

FONTS (Cont)

led	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]
manhattan	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~
mirror	!"#$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_ `abcdefghijklmnopqrstuvwxyz{|}~
misc	♪♫♩♪↑↓←→○▲▼▶ ◀◇◆□™Å$θ℃℉ΩUΣσ∞π±≥×÷ Ãàç£ãμ· ,†§E©¼x̄½‖¥ÄÖÜ¢Ñäöüβēéúèñf ▘▗ ▝▚▞▜▟▄▌▐▀▙▛▜▟▄▌▐▀▙▛▜▟▄▌▐▀▙▛

Fontmaster II Errata

Make the following corrections to your Fontmaster II manual before using the program:

1) Pg. 22, middle of page-change " **L** for **Load font** " to " **F** for **Load font** "

2) Pg. 26, change " HOLD: **SHIFT CTRL** " to "HOLD: **SHIFT LOGO** "

3) Pg. 37, bottom-add the following omitted formatter:
   MSn **(Multiple Spacing)** MS2
   This formatter sets the multiplicity fo the line spacing (1 = single-spaced, 2 = double-spaced, etc,)
   The default is single-spaced.

4) Pg. 39, remove "/u" from table at the bottom of the page. Underlining currently does not work in headers or footers.

5) Pg. 69, 8th line from the bottom-CTRL v produces a variable box (□) not a cursor left (⇦).

FONTMASTER II

Quick Reference Guide

CURSOR

Move	⇑ ⇓ ⇐ ⇒
Page ↓	CTRL ⇓
Page ↑	SHFT CTRL ⇑
← word	Shifted f1
Word →	Unshifted f1
← sentence	Shifted f3
Sentence →	Unshifted f3
← formatter	Shifted f5
Formatter →	Unshifted f5
← modifier	Shifted f7
Modifier →	Unshifted f7

EDITING

Delete	DEL
Delete line	CTRL DEL
Insert	SHFT INST
Insert line	SHFT CTRL INST
Erase to end of text	SHFT CTRL e
Find	CTRL f
Find/replace	CTRL r

BLOCKS

Mark	CTRL m
Cut	CTRL c
Paste	CTRL p
Copy	CTRL k
Erase	CTRL e

TABS

Tab	Run/Stop
Set tab	CTRL +
Clr tab	CTRL –

OUTPUT

Print	SHFT CTRL p
View-80	SHFT CTRL v

SWITCHES

Insert	CTRL i
Shift	CTRL ↑
Underline	CTRL u
Help	CTRL h
Reverse	CTRL ⇒

MISCELLANEOUS

Quit	SHFT CTRL q
Directory	CTRL 1 or 2
Disk I/O	CTRL d
➡	£
□	CTRL v
{	CTRL :
}	CTRL ;
`	SHFT ↑
¦	SHFT =
~	SHFT *
¢	SHFT @
\	SHFT £

TEXT MODIFIERS

u	Underline on/off
c	Compress on/off
x	Expand on/off
b	Boldface on/off
p	Pica pitch
a	Alt pitch
e	Elite pitch
k	Connect pitch
t	Tall height
n	Normal height
m	Micro height
↑	Superscript
↓	Subscript
1	Font slot 1
⋮	
9	Font slot 9

(See manual for others)

FORMATTERS

:	separator
PLn	Paper length
LMn	Left margin
RMn	Right margin
TMn	Top margin
BMn	Bottom margin
INn	Indentation
CY	Centering on
CN	Centering off
PY	Proportional on
PN	Proportional off
LSn	Lines per inch
MSn	Multiple spacing
WW	Word wrap on
JS	Justification on
CH:	Chain to file
NP	Start new page

(See manual for others)

FONTS

bauhaus
bauhausbold
block
bold
byte
celtic
code
connection
english
futura
goodtype
greek
(λψγΨΦΔΞ)
hairpin
hebrew
(דעוחצקא)
italic1
italic2
LED
manhattan
mirror
misc
(§½©◆±Å◢)
news
print
pudgy
russian
(ЫКФЧДБжЯю)
script1
script2
shadow
split
stop
stopbold
tech
typewriter